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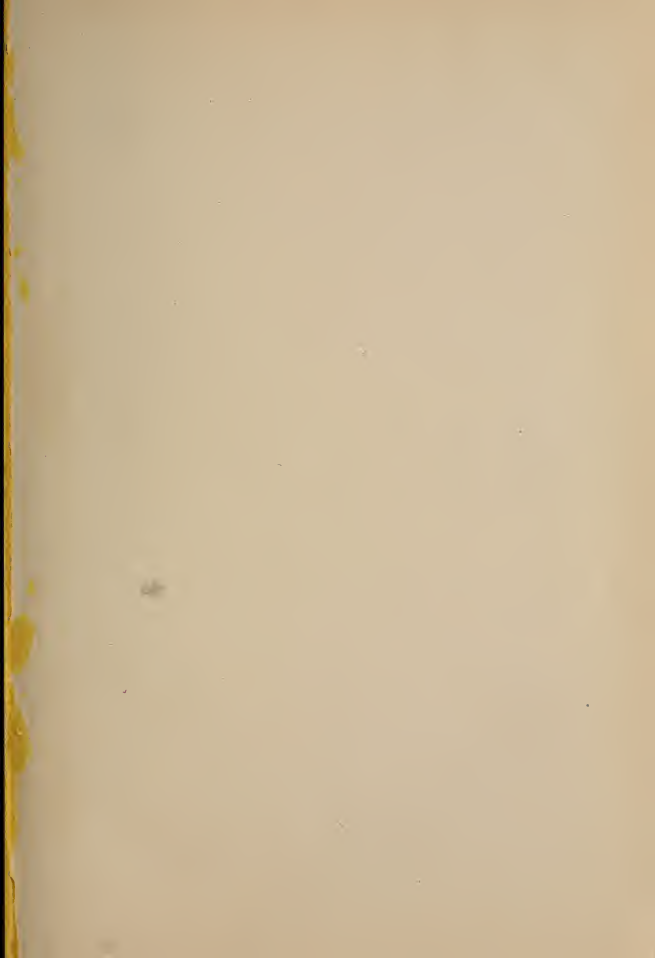
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UNITED STATES OF AMERICA.









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# ANCIENT ORDER OF FORESTERS'

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## MANUAL:

A DIGEST AND COMMENTARY ON THE GENERAL LAWS  
AND CUSTOMS OF THE A. O. F., UNDER THE  
SUBSIDIARY HIGH COURT OF THE  
UNITED STATES.

BY

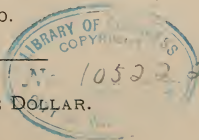
✓  
BROTHERS M. L. MARKS, P.D.C.R., AND W. A. KITTS, P.C.R.

APPROVED AND ADOPTED BY THE S. H. C., 1879.

27. ✓  
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(St. Louis)  
PRINTED AND PUBLISHED BY AUTHORITY OF THE SUBSIDIARY HIGH COURT,  
A. O. F., U. S. A., BY THE SIXTH EXECUTIVE COUNCIL,  
1880.

PRICE, ONE DOLLAR.

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80/17/1817  
[*Extract from Minutes of S. H. C. Meeting.*]

This Manual was presented by the authors to the Subsidiary High Court at its annual meeting, held in St. Louis, Mo., August, 1879, for its approval and adoption, whereupon it was

“*Resolved*—That a committee of three be appointed to examine and report upon the Manual as offered by Brothers Marks and Kitts.”

The H. C. R. appointed as such committee, Brothers Addenbrook, Hepburn and Livesay.

The following report of the Committee was unanimously adopted:

“To the Officers and Delegates of the Fifth S. H. C. meeting :

“We, your Committee on Manual have attended to our duty and would respectfully recommend that the Manual compiled by Brother M. L. Marks, P. D. C. R., and Brother W. A. Kitts, P. C. R., be adopted as the ‘Manual of the Ancient Order of Foresters.’

“Your Committee would also respectfully recommend that it be obligatory upon all Courts to purchase two copies, one for the C. R., and one for the Secretary, and that it be printed, and bound in cloth, and sold to members of the Order at one dollar.

“Your Committee would also further recommend that the resolution of the last H. C. M. be complied with, and that Brothers M. L. Marks and W. A. Kitts receive the best thanks of this meeting for their efforts in compiling the Manual.

Respectfully submitted,

THOS. ADDENBROOK,  
GARDEN HEPBURN,  
J. McD. LIVESAY.”

## PREFACE.

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In preparing the Ancient Order of Foresters' Manual, the authors were prompted to supply that which would ensure uniform work and practice throughout the fraternity in the United States. They have particularly had in view the purpose of furnishing full and complete instructions in the management of Courts, and the proper methods to be pursued in fulfilling the laws and customs of our Order, under the jurisdiction of the Subsidiary High Court; summarizing and commenting upon its practices and customs in addition to quoting from the general laws.

Our intention has been to place these facts in an interesting and readable form, with a view of making the Manual a pleasing study to any member of the fraternity who has any desire to become well acquainted with the workings of our institution, and to enable those having this desire, to become familiar with all that is necessary for the efficient management of a Court, and to make plain the rights, privileges and duties of all connected with the Order in the United States.

Our purpose has also been to create that which will

secure harmony, dissolve doubt, promote unity, and as a consequence, gain strength. We do not anticipate that it will be considered necessary to learn the Manual by rote, or in other words, commit all the details to memory; on the contrary, it is intended as a work of reference upon any one or more subjects relative to the laws and customs of our Order that may arise for the consideration and action of a Court, its officers, committees, or individual members.

It is further intended that the Manual, if carefully examined, shall instil an assurance within the reader, that by following its directions all will be accomplished that is required to make him thoroughly cognizant of, and proficient in, his duties as a Forester; especially as an officer of our organization. This feeling of confidence, added to the exercise of ordinary common judgment, will, we believe, produce a contentment and satisfaction that will stimulate those affected, to renewed energy and labor of love in the work of Ancient Forestry.

In the phraseology and composition of the Manual, it has been our aim to use the plainest and simplest language, and to give minute details when we have had reason to think the subject so treated, might be considered ambiguous or difficult to comprehend; being prompted in this respect by considering the fact that the Manual is intended for the use of a body composed mainly of workingmen.

We desire to impress upon the members of the Order that the Manual was not written as a catechism or ritual, to be committed to memory, except in a general way, for their guidance while participating in the regulations of the Ancient Forestry in the United States; and, moreover, it is to be used to refer to mainly, in single instances of doubt or inquiry, or in regard to any particular question relative to the matters of which it treats and decides authoritatively, as proclaimed by its adoption by the Subsidiary High Court at St. Louis, Mo., in August, 1879.

M. L. MARKS, P. D. C. R.

W. A. KITTS, P. C. R.





# ANCIENT ORDER OF FORESTERS' MANUAL.

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## CHIEF RANGER.

The C. R. should regard it as his *imperative* duty, not only to be in attendance himself at each Court meeting promptly at eight o'clock, but to impress upon his subordinate officers, and members, the importance and good effect of their attendance at the same hour, so that the business of the meeting may be disposed of promptly, the Court closed, and members at liberty to return to their homes at an early hour. Officers absent at the appointed time for opening the Court without sufficient excuse, should, without exception, be fined.

Absence from the city, town or village, sickness, sickness in one's immediate family, important business engagements, or actual employment in one's work or labor, is usually regarded as a sufficient excuse.

## OPENING OF COURT.

Upon the assembling of a quorum of members (seven, including one qualified to preside), the C. R. or

presiding officer should invest himself in his regalia of office, assume his station, and with one sound of the gavel call the Court to order, and say :

“ The officers will please clothe themselves in their regalia, and take their respective stations. The Beadles will close the doors, and the Woodwards will advance; give me the current pass-word; see that all present have the same, and are legal Foresters ; see that the brethren are provided with the authorized regalia, reporting to me all inaccuracies.”

#### WOODWARDS.

The Woodwards, having performed their duties as directed, will advance to the centre of the room and make known to the C. R. the result of their investigations. If all be correct, they will say :

“ Worthy C. R., all correct.”

If any inaccuracy should exist, they will say :

“ Worthy Chief, all correct, except Brother —— or Brothers —— (giving the names), who is (or are) without the current pass-word, or without appropriate regalia.”

#### THE CURRENT PASS-WORD.

If the persons present without the pass-word, be members of the Court, the C. R. will enquire of the Secretary whether they are entitled to receive the pass-word. (As to who are so entitled, see Art. XXXI, §§ 1-6.) If the Secretary should reply in the

affirmative, the C. R. will then call upon the member or members to advance and receive the pass-word, which the C. R. will quietly confide to him or them. Should the Secretary reply that they are not so entitled, the C. R. must see that they neither vote or speak at that or any succeeding meeting until they become entitled to the pass-word. Art. XXXI, § 6.

If the persons should be visiting brethren, the C. R. should ascertain whether they possess any document proving them to be legal Foresters, or whether the C. R. or Secretary of their Court or Courts is present to vouch for them as financial. If they do not possess these proofs, or either of them, the C. R. must politely request such persons to retire. Art. XXXI, §§ 6-7.

#### VISITORS.

If any officers of the High Court, District Court, or a P. C. R. of a Subordinate Court are present, the C. R. should invite them to seats upon the dais.

#### COMPLETION OF THE OPENING OF COURT.

When the preliminaries or first part above given are completed, the C. R. will then arise, give three signals with the gavel,—thus bringing all present to a standing position,—and conclude the opening of the Court in accordance with the Ritual (pages 5 and 6).

At the conclusion of the reading, the Court will remain standing while the opening ode is sung, at the close of which the C. R. will seat the Court by giving one signal with the gavel.

Extract from General Law, Art. XVII, § 15, for the information of Chief Rangers :

"SEC. 15. That should the presiding officer or his substitute, in any District or Subordinate Court in the Order, vacate his chair without the consent of his assembled brethren, or should he refuse to put to vote any proposition that has been legally made, dissolve or adjourn the meeting before the business is finished, without the approval of a majority of the brethren then present, or unless in the case of a Subordinate Court, the hour of closing has arrived, he shall (if the offense be not so flagrant as to justify a motion for his deposition) be fined for the first offense five dollars, and for the second offense ten dollars, and for any future offense shall be punished as the committee trying the case shall determine."

#### ROLL-CALL OF OFFICERS.

The C. R. will direct the Secretary to call the roll of officers. If there are any absentees, the Secretary will so record in his minutes, and impose (unless otherwise directed by the C. R.) such fine as the Court laws prescribe.

#### OFFICERS ABSENT.

In the event of the absence of any of the officers, the C. R. must appoint some brother, temporarily, to fill the vacancy. In all cases when the C. R. is absent, his position should be occupied by the S. C. R. If he also is absent or declines to act, then some P. C. R. of the Court, if any are present, if not, then some visiting P. C. R. should be requested to take the position of C. R. for the evening, or until the arrival of the C. R. If, however, any High Court or District Officer (pro-

viding the latter be a P. C. R.) is in attendance, precedence should be given to him.

#### COURTESIES TO VISITING OFFICIALS.

It is customary for the C. R. of the Court, as a matter of courtesy, to offer his seat and gavel to any superior officer who may happen to be present in his official capacity. The offer is accepted or declined, as the officer so visiting shall deem proper. If in his judgment his acceptance would be beneficial and instructive, he will accept the offer. Otherwise he will momentarily accept the proffered gavel, immediately returning it to the C. R. with appropriate remarks for the courtesy offered.

#### READING OF THE MINUTES.

The C. R. (in accordance with the Ritual, page 6) will then call upon the Secretary to read the minutes of the previous meeting or meetings; at the conclusion of the reading the C. R. will arise and say:

"Brethren, the minutes just read are the minutes of our last regular (or whatever meeting it may be) meeting; are there any errors or omissions to correct? If there are none, the minutes will be approved as read, and confirmed."

If no brother rises to make known any error or omission, for such only can, at this stage of the proceedings, be considered, the C. R. will proceed, thus:

"There appearing to be no errors or omissions, I declare the minutes adopted as read."

A motion to confirm minutes is not necessary.

If any error or omission in the minutes is satisfactorily made known, the C. R. will order them to be corrected accordingly. The corrections having been made, and there appearing to be none others to make, he will proceed, thus:

"There appearing no further corrections to be made, I declare the minutes, *as corrected*, approved and confirmed."

SICK AND DISTRESSED. (RITUAL, PAGE 7.)

The C. R. will then read the paragraph in the Ritual, as above indicated.

The Woodwards will then make known their report, after which the C. R. will call upon the S. C. R. to report his visits to the sick, and then report his own visits. Art. XVII.

Should there be any matter connected with the reports, or either of them requiring special action or discussion by the Court, such matter should lie over until "new business," when the subject can be properly disposed of.

If any brother is in distress, and makes application for assistance, whether he is connected with the Court applied to or any other Court, the matter should at once be disposed of; but before voting any money, the C. R. should first ascertain the amount in the Benevo-

lent Fund, and then be particular in keeping the proposed donation within that sum, as it is contrary to the general law to borrow from any one fund to make good deficiencies in another.

Courts should exercise great precaution in voting their funds, either to their own or to visiting brethren, as many impositions have been known to have occurred. It would be well in cases other than such as are *thoroughly* known to the Court, to appoint a committee of investigation, with power to donate a sum not exceeding an amount to be designated, and provided the committee so appointed shall, after investigation, become satisfied that the applicant is deserving of relief.

#### COMMUNICATIONS.

Under the head of communications, the C. R. will call upon the Secretary to read any communications which he may have received on behalf of the Court. As each communication is read (except as hereafter stated) the C. R. will arise and say :

“Brethren, what is your pleasure with this communication?”

It is usual to offer a motion, duly seconded, that it be received and placed on file. If it contains matter to be acted upon by the Court, the usual motion is that it be received and laid over until “new business,” and under that order of business be acted upon and disposed of.

When communications from the Subsidiary High Court or District Court are read, the C. R. will say :

"The communication will be received and placed on file."

This is done without a motion.

If it contain a request for anything to be done by the Court, the C. R. will say :

"The communication will be received and laid over until 'new business.' "

If the request of the Subsidiary High Court or District Court be such as is authorized by law to be made, it will be incumbent upon the C. R. to see that it is at once complied with, as he is personally responsible and amenable for any dereliction of duty in this instance. If it be a request or direction of a special character, for which no direct provision of law is provided, the C. R. should see that the subject is calmly, dispassionately and properly discussed, with due regard to the discretionary powers and the superior authority of the Subsidiary High Court or District Court. Before arriving at the determination that no precedent or law exists for authorizing or empowering the request or direction, if such should be contained in the communications alluded to, the C. R. should be careful to thoroughly inspect the laws of the High Court, Subsidiary High Court and District Court, as thereby much annoyance and unpleasant controversies may be avoided.



All communications from the High Court, Subsidiary High Court, District and Subordinate Courts, to be official, must bear their respective seals.

A brief statement of all communications and their purport should be recorded in the minutes with the disposition made thereof.

#### REPORTS OF COMMITTEES ON CANDIDATES.

Having reached this order of business, the C. R. will request the Secretary to announce the names of the brethren constituting the respective committees, who, as called, will report either "favorable" or "unfavorable."

If all three or a majority thereof report "favorable," the C. R. will arise and say:

"Brethren, you have heard the report of your committee on Mr. ——— (giving the name); what is your pleasure?"

A motion made and seconded should be "that the report be received, the committee discharged, and candidate balloted for."

The motion having thus been made, the C. R. will restate the motion to the Court, and ask:

"Are you ready for the question?"

If no intimation to the contrary be expressed by the members, the C. R. will proceed to put the motion in this wise:

"All those who are in favor of the motion will signify the same by the usual sign of a Forester."

Having counted the votes, he will continue:

“Those who are opposed to the motion will signify their dissent by a similar sign.”

He will count the votes in the negative and then declare the result.

Any member has the right to demand a knowledge of the circumstances upon which the committee base their report, if unfavorable, and the Court may proceed to discuss the same; a vote, however, must be taken, so as to determine whether the candidate's application for membership is rejected, in order that the Secretary may return the name of the candidate as rejected to the Subsidiary High Court,—if the Court be unconnected with a District,—or to the District, if the Court be attached to a District, and the same course has to be adopted, should any candidate be rejected when the ballot is taken for his election to membership.

If the circumstances of the case, in the opinion of the Court, warrant it, a new committee of investigation may be appointed, who, when so appointed, should confer with the previous committee, so as to glean all the information possible, and in instituting the further investigation should exercise very great care and scrutiny in making the same before concluding upon the report to be made to the Court, as great injury may result to the Court by the admission of an improper person to membership. Much of the prosperity of the Court depends upon the moral character and physical condition of the persons initiated.

Committees on candidates, among other things, should seek to learn the following particulars in reference to an applicant for membership.

Ascertain if he has been a member before, or previously proposed to become a member, and report thereon to the Court for action, as hereinafter provided. It is courteous and proper for the committee to ask a candidate what references he can furnish them as to good health and character.

#### BALLOTING FOR CANDIDATES.

The committee having reported favorably upon the candidate, he may now be balloted for, provided the physician's certificate is produced, and approves of the candidate physically. The C. R. will call upon the Woodward to prepare the ballot box, and when ready they will exhibit the same to the C. R. and S. C. R., to verify that it is all clear before any ballots are deposited therein. The Woodward will then place the ballot box in the centre of the room upon any proper receptacle. The S. W. should stand on the right side of the ballot box, facing the C. R., and the J. W. on the left side, facing the S. C. R. The C. R. will then say:

"Brethren, you are now about to vote for or against Mr. ——— (giving the full name); a white ballot elects and a black cube rejects; you will please proceed to ballot, in consecutive order."

Only one member at a time should be allowed in

front of the ballot box while in the act of depositing his ballot.

If it appear that all have voted, the C. R. will say:

"Have all voted who wish? If so, I shall declare the ballot closed." Hearing no response, he will continue, "it is so ordered."

The Woodwards will then see that the ballot box is securely closed, and the S. W. will proceed with it to the S. C. R., who will open the box and inspect the ballots. The Woodward will then present it to the C. R., who will likewise inspect the ballot and reclose the box. He will then say:

"Worthy S. C. R., how stands the ballot?"

The S. C. R. will then answer:

"All white." If three or less black cubes have been cast, he will respond "favorable," or give the number of black cubes deposited.

The C. R. will respond "correct," if it agrees with his inspection, and will say:

"I therefore declare Mr. —— (giving the name) duly elected to membership in this Court."

If, however, of the ballots cast there be four or more black, then the C. R. must immediately renew the ballot in the same form as the first. If upon the second ballot being had, four or more black balls shall have been deposited, the C. R. will say:

"There appearing (giving the number) black balls in the ballot, I declare Mr. —— (giving name) rejected as a member of this Court."

## REJECTED CANDIDATES.

After the candidate's rejection, his application for membership cannot be again renewed in the same or any other Court for a period of six months; and if then proposed in any other Court, before he can be initiated therein, application must be made to the Court in which he was first proposed, and its approval obtained. Should such approval be withheld, the reasons may be asked, and if not furnished promptly, or reason assigned seems insufficient, application may be made to the District Court, or if the Court be out of District, then to the Executive Council of the Subsidiary High Court, to investigate the cause of the withholding of such approval. If, upon investigation, the District or Executive Council of the Subsidiary High Court shall determine the approval as unjustly or improperly withheld, sanction may be given by the District, or Executive Council of the Subsidiary High Court to initiate the candidate, provided he is elected to membership by the Court. But should the Court proceed to initiate the candidate without pursuing this course, it will be liable to a fine of five dollars; and if knowingly done, may be suspended. Art. XVI, § 9.

Candidates rejected by the physician must also be rejected by the Court, unless it should appear that the physician has been led into an error, or has been prejudiced by biased persons, in which case a re-examination may be had.

Ordinarily, the proper course for a Court to pursue when applied to for its approval to the initiation of a candidate in a sister Court, is to grant its consent, accompanied with a statement of the circumstances, and reasons for their rejecting the candidate, so that the Court applying for the sanction can determine for itself whether to accept or reject the candidate for the causes named.

In cases of candidates elected to membership and failing to present themselves for initiation within the prescribed period of three months, the Court may either extend the time to be initiated, or declare the proposition fee as forfeited. If such candidate is afterwards proposed in any other Court, he cannot be initiated without the same course being pursued as in the case of a rejected candidate.

This course also applies to persons who have become precluded or expelled members, and who subsequently apply to be readmitted as members in any Court.

#### INITIATION OF CANDIDATES.

The C. R. having declared the initiation of candidates in order, shall instruct the S. B. to verbally enquire of the J. B. "if there are any candidates in waiting." Upon being answered in the affirmative, he shall direct the Secretary to retire and receive the balance of the initiation fee. When the Secretary has entered the ante-room, the J. B. shall introduce him to the candi-

date, mentioning the candidate's name. (The J. B. should be previously introduced to the candidate by his proposer or other friends.)

The Secretary having obtained the balance of the initiation fee, will return and report to the C. R.

The Court being in readiness for the initiation, the C. R. will then instruct the S. B. to give the necessary *double* alarm, which is to notify the J. B. to have the candidate ready; and when he is prepared, the J. B. will respond with the *double* alarm, which the S. C. R. will answer, and proceed with his announcement, as prescribed on page 15 of the Ritual. The C. R. will then proceed as directed on page 15 of the Ritual.

It will be proper for us at this time to examine the question of objections to the admission of candidates elected to or proposed for membership, previous to continuing the formula of the ceremony of initiation.

When the C. R. enquires whether there is any objection to the candidate's admission, and an objection is made, the objector should at once be requested to make known the character and nature of his objections. If they are of a tendency or kind which would induce the Court not to initiate the candidate, immediate investigation should be had. If outside inquiry becomes necessary, the initiation should be deferred until a subsequent meeting; and in the interim a committee appointed to investigate the grounds of

objection; they should report, if possible, at the next meeting.

Upon the receipt of the report of the committee, the Court will vote to sustain or overrule the objection or objections, admit or reject the candidate as may be just and proper. The C. R. should carefully sift and investigate the whole matter so as to ascertain whether the objection raised be a purely personal one, based upon the bias, prejudice or enmity of some brother who feels himself aggrieved by some unimportant act of the candidate. Should it, however, transpire that the candidate has wilfully and knowingly wronged the Order or any member thereof, or been convicted of any crime, or done any act derogatory to a good conscience and honesty, objection to his admission for any of these or similar reasons would be justifiable and warranted; or if the objection should be made upon the ground that the candidate is above age, or has misrepresented his age, or is afflicted with some disease or sickness which has been concealed from the physician, such as would affect the prolongation of life or soundness of limb; or if it be made to appear that the candidate has been proposed in or rejected, suspended, precluded or expelled by a sister Court, and such fact or facts have been concealed, they or any one of them would not only be sufficient to defer the initiation, pending such investigation, but it will become incumbent upon the C. R. so to defer it and cause a



complete, thorough and searching examination to be at once instituted. This procedure will avoid much after controversy, and possibly obviate the necessity of the services of the Arbitration Committee. The minutes of the meeting should contain a record of the action taken in reference to the candidate.

If there be no objection raised to the candidate's admission, the C. R. will, in accordance with the Ritual, page 16, instruct the S. C. R. and Woodward to perform their duty as prescribed. (The request to the Court to be upstanding, does not take effect until the S. C. R. and Woodward return and enter with the candidate, at which time the C. R. will give his signals with the gavel for the Court to arise.) The S. C. R., together with the Woodward when retiring to the ante-room, will first proceed to the altar in the centre of the room, salute the C. R., then face about and retire and interrogate the candidate. (See Ritual, page 17.)

The object of the S. C. R. and Woodward retiring to interrogate the candidate is to avoid the admission into a Court room of a stranger or person not entitled thereto; for example: Should the candidate answer that he has previously been a member of the Order, or about to become a member in any other Court, and which fact had not before come to the knowledge of the Court, the Court cannot proceed further in the initiation until application has been made to, and the

sanction obtained from such other Court, for permission to initiate the candidate. (See previous remarks on rejection and balloting for candidates.)

In all cases where the proposition of a candidate discloses the fact that he has previously been a member of the Order, or at some time previous was about to become a member, or proposed for membership in any other Court, and the necessary application has been made and approval obtained to initiate the candidate, the S. C. R. should be informed thereof before retiring, so that the necessity for the S. C. R. to return into the Court and report the facts may be obviated, which otherwise he would have to do, and must do in case the Court is ignorant of such facts.

Should the candidate express any unwillingness to take the obligation or be governed by our laws and usages, the S. C. R. will re-enter the Court and so report; in which event the C. R. should appoint a committee to confer with the candidate upon the subject, and if such committee should report that the candidate is still unwilling, then his election to membership should at once be reconsidered, and his application for membership rejected.

#### INITIATION—CONTINUED.

The S. C. R. and Woodwards will re-enter the Court with the candidate (giving the usual alarm before entering). On their entrance to the Court room, the C. R. will signal the members to be in a standing

position. The S. W. to be on the right and the J. W. on the left of the candidate, with the S. C. R. in front; and thus proceed to the altar in the centre of the room. The S. C. R. will then address the C. R. as per Ritual (page 17).

When he has finished, the Court will sing the *first* verse of the initiation ode.

The S. C. R., S. and J. W., and the candidate meanwhile remaining at the altar. The Woodward's to have the top of their battle axes resting on the floor. (During other portions of the ceremony, the axes to be carried across the right and left arm of the Woodward's, respectively, except when they are walking, when the axes will be carried across the shoulder.)

When the singing of the first verse of the ode is concluded, the S. C. R. will request the Woodward's and candidate to accompany him, and he will proceed to within a few spans of the dais, there forming in line with the S. C. R., to the left of the candidate and Woodward's, and slightly in front.

The C. R. will then deliver his charge pursuant to the Ritual (page 18) when instructing the candidate in the grip of a Forester he will also make known to him the current pass-word.

¶ Before requiring the candidate to make the formal obligation (beginning I, and his name in full) the C. R. will address the S. C. R., thus:

"Worthy S. C. R., be pleased to place the candidate in position to assume his formal obligation."

The S. C. R. will first instruct the candidate how to proceed, at the same time exemplifying the work, and then place the right and left hands of the candidate in the positions required, with the index finger of the right hand pointing, etc.

At the close of the obligation, the C. R. will seat the Court by giving one signal with the gavel. When the C. R. is about to instruct the candidate in the "sign of a Forester," the Woodwards will take one step backwards, and afterwards resume their position beside the candidate.

The candidate will then be instructed in the unwritten work (excepting the distress signs, which are exemplified by the J. P. C. R.), and at the conclusion, the C. R. may in his discretion, invite any P. C. R. present to deliver the concluding portion of the C. R.'s charge, which commences at the period of the proceedings when the candidate is invested with the sash.

The C. R.'s charge having been concluded, he will direct the S. C. R. to conduct the candidate to the J. P. C. R., thus:

"Worthy S. C. R., you will now conduct the brother to our worthy J. P. C. R. for further instruction and examination."

The S. C. R. will then conduct the candidate to the J. P. C. R. and proceed as follows:

“Worthy J. P. C. R., by the direction of our worthy C. R., I herewith present to you our newly initiated brother for further instruction and examination.”

At the conclusion of the J. P. C. R.'s charge, he will direct the S. C. R. to retire with the candidate, as follows:

“Worthy S. C. R., you will now retire with our brother and instruct him how to gain admittance into a Court of Forestry.”

(The Woodwards will accompany them as far as the portal, and then to retire to their stations.)

The new brother having been instructed by the S. C. R. in the ante-room,—the precaution being taken that no strangers are present or within hearing,—he will give the usual alarm, etc., for admission. On being admitted, he will salute the C. R., and remain standing at the altar, in the centre of the room. The S. C. R. will be admitted at the same time the candidate is, and follow a few paces in the rear, and slightly towards the left of the latter, and saluting the C. R. at the same time as the candidate. The S. C. R. will then proceed to the right side of the candidate, and thus remain until the circle is formed.

The C. R. will at once call up the Court, and request the brethren to form the circle, during which the *second* verse of the initiation ode will be sung. (Visiting officials and the Treasurer and Secretary to be on

the right and left of the C. R., facing the candidate, the Woodwards to be on the extreme right and left of these officers, all of whom will form a part of the circle.)

The S. C. R. will face the candidate inside the circle, when the singing of the ode is concluded, and deliver his charge, followed by the J. P. C. R. and C. R. with their respective charges. (Upon the J. P. C. R. exclaiming: "now let us add, etc." he will pause and place the new member in the circle line with the other members, directly opposite the J. P. C. R.'s chair.) The J. P. C. R. will then proceed with his charge, and at its close the officers will make the exclamation prescribed.

The C. R. will then deliver the closing charge, at the conclusion of which the brethren will respond: "so let us, etc." The "welcome ode" will then be sung, during which the officers of the Court,—in the following order, viz: J. P. C. R., C. R., S. C. R., Treasurer, Secretary, S. W., J. W., S. B. and J. B., followed by visiting officials,—will march by the new member, each in so doing extending their hand in giving the new member the grip of a Forester, and expressing a greeting of welcome. The officers and visiting officials after greeting the candidate, will proceed to their stations in the order named above, and remain standing until the ode is finished; the circle of the members of the Court meanwhile remaining intact.

The ceremony being now concluded, all the mem-

bers and visitors will remain standing while the C. R. proceeds as follows :

“Brethren, the ceremony of initiation having been concluded, you will please become seated, and resume the duties of the Court,” and signal with his gavel accordingly.

When there is more than one candidate, the S. C. R. will enter with the first one, same as in the case of one candidate only. When the other candidates enter and salute the C. R., the S. C. R. will conduct them to the side of the first candidate, who should be placed on the right side of the altar, leaving the front of the altar clear for the other candidates to enter and salute the C. R. When necessary, the candidates who seek admission after the first candidate has entered with the S. C. R., should be prompted by the J. B.

#### SIGNING THE CONSTITUTION.

Immediately after a candidate has been initiated he should be supplied with a copy of the Court's Constitution and By-Laws, and instructed to thoroughly examine the same, previous to the next meeting, and at such meeting he should be required to sign the Constitution; this is done as follows: The Court has the Constitution and By-Laws copied into a blank book from the original manuscript (the latter should always be carefully retained), leaving always every other page blank for the insertion of amendments; at the end a

few blank pages should be left, upon the first of which the following heading should be written: "We, the undersigned, having become members of Court \_\_\_\_\_ No. — of the A. O. F., do hereby declare that we have been supplied with, and examined the Constitution and By-Laws thereof, and do hereby agree to be bound to the same, and conform thereto, as well as all alterations, amendments and additions as may from time to time be made in respect thereto, as well as in respect to the general laws of the Order." As each member is admitted he should sign his name thereunder.

The object of this is to have the effect of creating an estoppel upon members in the event of a claim being subsequently made, that they or either of them were or was not made acquainted with and did not know the laws by which they or he were or was to be bound and governed. It will prove to be a great safeguard in cases of litigation between Courts and members.

#### CERTIFICATE OF MEMBERSHIP.

At the time of initiation the member should be supplied with a plain lithograph certificate of membership, or he may purchase a colored lithograph certificate, which are usually sold by the Courts at from fifty to seventy-five cents.

Some Courts provide at the end of their By-Laws a blank form of certificate with a marginal space for the



member's signature. The following may serve as a specimen of the form of certificate so adopted :

MEMBER SIGNS HIS NAME IN THIS SPACE.	"Court _____ No. _____, A. O. F.
	This is to certify that Mr. _____
	was admitted a member of the above Court and Order,
	by initiation in Court _____ No. _____, on the
	_____ day of _____, 188 .
	_____, C. R.
[COURT SEAL]	_____, S. C. R.
	_____, Sec."

#### INITIATION FEES.

The C. R. should be particular to enforce the law and see that no candidate is initiated before the payment of the full initiation fee. Courts may adopt any scale of initiation fees they see fit, providing it be *not less* than the scale mentioned in the General Laws, Art. XVI, § 12.

#### ENDOWMENT, ENTRANCE FEES, ETC.

The endowment declaration and medical certificate should be forwarded to the Permanent Secretary as speedily as possible after the candidate's or member's application for membership in the fund. His name, age, occupation, whether married or single, with date of admission to the Court, should likewise be at once forwarded to the District Secretary, if the Court be in District.

## PROPOSITION OF CANDIDATES. (RITUAL, § 3.)

Under this order of business, propositions may and *should* be made for the reinstatement of suspended members, and admission of clearance members.

The blank form of application of candidates for initiation must be filled out and signed by the candidate and two financial members of the Court. It must state the full name, age (which must not be less than eighteen nor above forty-five), occupation and residence of the candidate; whether married or single; if married, the name and age of his wife, and that she is in good health. It should also state whether or not, the applicant has previously been a member of the Order, or proposed theretofore as a member in any other Court. If answered affirmatively, the name and number of such Court, together with the date and cause of leaving, or reason why he was not initiated, as the case may be. (Proper forms of such application for membership should be procured by every Court.)

If a candidate's wife is not in good health, it should be so stated in the proposition form. Her illness would not debar her husband's admission as a member, provided he is physically and otherwise qualified, and releases the Court from liability in the event of her death.

The regular proposition must be accompanied with a fee of at least one dollar.

The Secretary will read carefully the whole of a proposition to the Court, whereupon the C. R. will interrogate the proposer and seconder, as prescribed on page 7 of the Ritual. When more than one proposition is before the Court, it will only be necessary to read in full, one proposition form, giving a synopsis of the others.

The Secretary will carefully examine all the propositions, and certify that they are correctly filled out. Each proposer and seconder, however, is to respond as in the case of the first proposition read. Assuming that they will each answer the questions propounded affirmatively, and give such additional information as they may possess, the C. R. will proceed, thus :

"Those who approve of the proposition now read will signify their assent by the usual sign of a Forester." (See Ritual, page 8.)

He will count the votes and then say:

"Those who are opposed, will signify their dissent by a similar sign."

He will again count the votes and announce the result. If not a single objection is made, several propositions may be voted upon collectively, otherwise they will have to be voted upon singly. If there be any negative vote or votes, it will be well to ascertain the reason therefor, so that the investigation committee will be better advised as to the scope of their investigations.

If the result of the vote be favorable to the acceptance of the proposition, the C. R. will proceed to appoint the candidate investigating committee, consisting of three financial members, neither of whom should be the proposer or seconder or relative of the candidate, nor directly interested in his acceptance to or rejection for membership. (Art. XVI, §§ 7-8.) This same course the C. R. must follow in respect to each candidate proposed.

The committee of investigation should report at the next regular meeting of the Court.

In the event of the petition disclosing the fact of the candidate's previous connection with the Order, either as a member, or a proposed member, the C. R. must instruct the Secretary to at once write, under seal, to the Court to which the candidate was so connected for permission to initiate him.

#### REINSTATEMENT OF MEMBERS.

Applications to be reinstated can only be made by and considered from those members who have been suspended for non-payment of dues, fines or assessments, and then only within six months from the date of such suspension.

The application must be made in writing, and in the same manner and form as in the case of new candidates, except that no committee of investigation need be appointed. It must be accompanied with a certifi-

cate of good health from the Court's Physician, together with payment of all moneys due and owing to the Court by such applicant, at the date of his suspension.

This being all complied with, he may then be balloted for on the same evening (at this stage of the business), and if a majority of the ballots be in his favor, he shall be deemed reinstated; otherwise he shall be declared rejected, and the money so paid refunded to him or the person by whom it was paid for him. (Art. XVI, § 14.)

The ballot must be had in the same form as in the case of balloting for candidates for original membership. If admitted, his name and date of reinstatement should be forthwith transmitted to the District Secretary if the Court be in District, or to the Permanent Secretary if the Court be out of District.

#### CLEARANCE MEMBERSHIP.

Any member of the Order in good standing, and being in possession of a clearance issued by the High Court, Subsidiary High Court, District or Subordinate Court, wishing to deposit the same in another Court, must make his application as in the case of an uninitiated person, accompanying the same with such clearance and such fee as the Court By-Laws prescribe; whereupon (providing three months have not expired since the date of such clearance—except as is provided in Art. XVIII, § 3), the C. R. must refer such applica-

tion to a committee of three (as in the case of an uninitiated person), who should report at the next regular meeting. If the report be favorable, he must then be balloted for, and if he receives a two-thirds vote of the members then present, he shall then be declared elected. (Art. XVI, § 10.)

The report of the committee to be received and acted upon, and the ballot taken (except as to the number of white ballots required), in the same manner and form as in the case of an uninitiated person.

The Court accepting such clearance member is not liable to pay to, nor is such member entitled to receive from such Court any sick or other benefits (except doctor and medicine) until the expiration of six months from the date of his admission. (Art. XVIII, § 7.) Within thirty days after the acceptance of such clearance, the Secretary *must* notify the Court from which it issued, of such acceptance (Art. XVIII, § 5), and he should immediately return the member's name, etc. to the District if the Court accepting the clearance be in District, or to the Executive Council if the Court be out of District.

The Court issuing the clearance is liable for the sick and funeral benefits for six months. In the event of the Court breaking up before the expiration of six months, then the Subsidiary High Court is liable therefor, except that the said Court be in District, in which event the District continues liable for the funeral benefits. (Art. XVIII, §§ 5-6.)

A Court should not accept a clearance member who is above the age of forty-five years, nor can it accept a clearance from a Court which has been less than twelve months in existence, for the reason that the latter Court has no authority to grant or issue it.

#### WITHDRAWAL FROM MEMBERSHIP.

The Subsidiary High Court, at its meeting held at St. Louis, in August, 1879, enacted a law (§ 8 of Art. XXVI) permitting members to resign membership, and provided the mode of so doing, viz :

By serving in person or by proxy, a written notice upon the C. R., at a Court meeting, to be witnessed by a member of the Court, signifying an intention and desire to resign his membership ; this notice to take effect and the membership expire upon the following meeting. All arrearages must be paid to that date. The membership will then be entered in the minute and other books as "cancelled," and a withdrawal card issued to the resigning member, who, if he again desires to renew his membership, can only do so as a new member.

#### GRANTING CLEARANCES.

Art. XVIII provides fully for the granting and depositing of clearances, so that a reference thereto will suffice for all purposes.

#### RECESS AND PAYMENT OF DUES.

When the C. R. has reached this order of busi-

ness he will declare a recess, to give members an opportunity to pay their dues. The S. C. R. in the meantime has charge of the Court, and should retain his seat. The S. B. should also remain at his station, and not allow any member to leave unless permission is first obtained from the C. R. or S. C. R.

#### RECORDING AND FINANCIAL SECRETARY AND TREASURER.

Where the office of Recording and Financial Secretary is held by the one and same person, moneys should not be paid to him, nor should he be allowed to receive any during the business of the Court, as it will tend to detract his attention<sup>\*</sup> from the business, and so jeopardize a correct record being kept thereof, and likely to materially interfere with the decorum of the Court, and the proper attention to the business by the members.

Great care should be exercised in the receipt of money ; every Court should have a Financial Secretary, whose simple duty should be to take in the receipts of the meeting, enter the same in a cash book or cash blotter, and transfer the cash at the close of the meeting to the Treasurer. (See Art. XVII, § 6.)

The Treasurer should be seated next to the Financial Secretary, and at the close of the meeting take and receipt for the moneys received, and enter the amount in a memorandum cash book.

The Financial Secretary should not give a receipt



until he has entered the name and amount in his cash book—first receiving the cash. The name and amount for the receipt should always BE COPIED from the *entry in the cash book*. The best form of receipt for *dues* is the "contribution cards."

After all have paid who desire doing so, the Financial Secretary should announce the names and amounts paid, thus enabling members who have paid, and whose names should happen to have been omitted, to at once have the same corrected. It is preferable to waiting until the end of the meeting, when many members may have left, and the errors are less subject to correction. It may prevent Secretaries from being losers; for it will sometime occur that the name of one member may be mistaken for that of another, in which case the member who receives the benefit of the mistake may not be sufficiently conscientious to come forward and acknowledge that he did not pay, while the Secretary will have to make good the amount for the member who actually did pay.

#### ABSENCE OF TREASURER.

In the absence of the Treasurer and a failure by him to designate some person to receive and receipt for the receipts of the meeting in his behalf, such receipts should be entrusted to any other officer who is under bonds; if there be no such officer, then to one of the Trustees or some other *responsible* member. A receipt

in all cases being taken for the amount. The better course, however, would be for the Treasurer at all times when unable to attend, to designate, in writing, a person to receive and sign for the moneys, as above mentioned. (Art. XVII, § 4.)

#### PAYING DUES MONTHLY AND RETAINING MEMBERSHIP.

The C. R. should urge all members to pay their contributions monthly, as it will lighten the amount to be paid on quarterly night, and enable members to settle up upon the latter meetings, and thus keep themselves at all times financial. Members who are unfinancial, as also those who are liable to suspension, etc., should be waited upon by the officers individually, and urged to pay their arrearages; many members who would otherwise be suspended and lost, may thereby be reclaimed and retained in good standing. It would also be advantageous to appoint at each quarterly meeting a "committee on delinquent members," whose duty it would be to assist in performing the functions above assigned to the officers.

#### IMPERATIVE NOTIFICATION TO DELINQUENT MEMBERS.

The Secretary must also when a member is five months in arrear, notify him thereof in writing, with notice that unless he makes a payment on or before the expiration of the sixth month, he will be suspended; and again, when a member is eleven months in arrear,

he must also be notified that unless he pay his arrears, makes application and becomes reinstated before the expiration of the twelfth month, he will be precluded and stricken from the roll of membership. (Art. XVI, § 14.)

Upon the suspension, preclusion or expulsion of members, notice thereof should be forthwith forwarded to such members.

#### ROLL-CALL OF OFFICERS ABSENT AT PREVIOUS MEETING.

On reaching this order of business the C. R. will request the Secretary to announce the names of the officers who were absent at the previous meeting. If such officers have any excuse to offer, and desire to have their fines remitted, they will at once arise and make the explanation, and the C. R. may then in his discretion, and providing the explanation be satisfactory, remit the fines; otherwise they must be charged up against the absent officers, and be paid at the end of the quarter, as in the case of dues. This rule also applies in the case of members fined.

The Secretary should charge the fine to the member's account in the ledger, on the debit side, and if subsequently remitted, enter it on the credit side, thus: "By fine remitted," stating of course, the date when remitted, and the amount, with a reference to the page in the minute or record book, where the fact of the remission appears, or the fine is imposed.

## REPORTS OF OTHER COMMITTEES.

In this order of business the C. R. will ask the Secretary :

“Are there any committees to report?” If there are any to report, the Secretary will announce them in the regular order, giving the names of the members constituting such committees, announcing each committee separately, and waiting until a disposition is made of one, before mentioning a second committee.

Under this head all committees (except committees on candidates), such as select, special and standing committees must report.

Secretaries should have a memorandum of committees to report, prepared before they come to the meeting. This will save time and make an easy reference. (A similar memorandum should be kept of “unfinished” business.)

The C. R. will call upon the chairman of the committee to report ; or he will ask :

“Is the committee on —— (mentioning the object) ready to report?” If the answer be “yes,” then the C. R. will direct said committee to report ; after the report is made, the C. R. will arise and say :

“Brethren, you have heard the report of your committee on —— (mentioning the object) ; what is your pleasure with their report?”

The usual course is for some member to move “that the report be received and entered on the

minutes." Of course this will need to be seconded by some other member. The C. R. will then put the motion to vote ; discussion and action upon the report should lie over until "new business," when the report will be called up for action. If the report be final and the result of the vote be in favor of receiving the same, the committee will usually be discharged.

If the committee be not ready to report fully, they should report "progress," and request additional time within which to continue their labors and report. The entry upon the minutes will be made accordingly.

This same course must be pursued in respect to the report of all committees that report under this order of business.

Should the committee or any member thereof not be present without a sufficient excuse being offered for their or his absence, or if present and unable to report by reason of neglect, the C. R. should impose a fine for such dereliction of duty.

If the Court By-Laws fail to make provision therefor, the C. R. may inflict a fine of not less than one dollar, nor exceeding five dollars. (Art. XXII.)

#### AUDIT, ARBITRATION AND FINANCE COMMITTEES.

These committees are to be regarded as standing committees. Similar action should be taken in reference to these committees as in others, except as to their discharge, which does not take place until their term expires.

## UNFINISHED BUSINESS. .

Having reached this order of business, the C. R. will enquire of the Secretary whether he has upon his minute or record book any unfinished business ; should the Secretary answer affirmatively, the C. R. will proceed with such matters in their order, as they appear on the book, giving preference to the oldest in point of time.

Anything undisposed of, or ordered to lie over from any preceding meeting, becomes "unfinished" business ; action must either be taken upon each of these matters, or be further deferred, previous to any other business being entered upon. Courts should avoid an accumulation of unfinished business.

## NEW BUSINESS.

Under this heading the C. R. will call up the Woodward's report, if any action is to be taken thereon. Then the communications previously read, and which remain to be acted upon—each one should be again read, and disposed of separately. It is impossible, without a knowledge of the contents, to suggest the course to be adopted, other than as referred to under the subject of communications.

Having disposed of all matters relative to the Woodward's report, and the communications, the C. R. will next call up for discussion and action the reports of the various committees if they have not been acted

upon when the committee reported. If the audit report is among the others, it is usually disposed of first, and then the others in consecutive order as they were reported. Then follows any other new business, such as nomination of officers, election, installation, amendments to laws, appointment of Arbitration Committee, Finance Committee, etc., and any other business which has not previously been before the Court.

#### NOMINATION OF OFFICERS.

The nomination of officers should take place on the first meeting in June and December, and on the second meeting in those months further nominations may be made when in "unfinished" business. The nominee for C. R. must have served a full term or the latter two-thirds portion of an unexpired term of a subordinate office. Any member in good standing is eligible to a subordinate office.

#### ELECTION OF OFFICERS.

The election is to be held on the second meeting in June and December under the order of "new" business. The election should be conducted by secret ballot, and the nominee receiving the highest number of votes is elected. If there be but one nominee, then a motion may be made that some officer or member (financial) of the Court deposit one ballot in favor of the nominee as the vote of the Court for his election.

Nominees may vote in their own favor. Two tellers and one inspector of election should be appointed by the C. R., and if practicable, should be selected from visiting brethren. The Secretary should, in addition to the tellers, keep tally of the vote and record the same in the minute book. Upon the announcement of the vote being made by the tellers, the C. R. will declare in whose favor the vote has resulted, and enquire of the successful candidate as to his willingness to accept. Should he decline to accept, nominations and election should be re-opened, and the brother declining fined. (Art. XVI, §§ 4-6.)

#### INSTALLATION OF OFFICERS.

The newly elected officers should be installed on the first meeting in January and July. All who are to be installed into office must be clear of every kind of indebtedness to the Court, and free from charges made or pending, before such installation takes place.

#### BONDS.

Those who are required to give bonds should execute and deliver their or his bonds to the Trustees previous to the night of installation, so as to enable the Trustees to investigate the sufficiency thereof, and report thereon at the meeting, so that if the bonds be satisfactory no impediment to the installation may occur.



If, however, the Trustees should come to the conclusion that the bonds are unsatisfactory, they should at once communicate with the officers elect, in order that they may have an opportunity to furnish other bonds or sureties in the stead of those objected to.

These bonds when approved, and the obligors are installed into their respective offices, should remain in the custody of the Trustees for safe keeping, and retained by them until directed by a vote of the Court to return them, after the bonded officer has settled his accounts.

#### ABSENTEES NOT TO BE NOMINATED.

No brother should be nominated for office unless he be present, or has intimated in writing his willingness to accept the office for which it is proposed or intended to nominate him.

#### CHANGE OF SECRETARIES.

In the case of change of Secretaries, the Subsidiary High Court and District Court should, upon the new incumbent or incumbents assuming his or their office, be immediately notified of the full name and residence of such newly elected Secretary or Secretaries. The Secretary, and also the C. R., should make a memorandum of this and similar requirements to be fulfilled during their term of office.

#### NEW TRUSTEES AND BANK ACCOUNT.

When new Trustees are elected, the Secretary, under

seal of the Court, should at once notify the bank or banks wherein the Court funds are deposited, of the change; giving the full names of the newly elected Trustees, and the names of those whom they are elected to succeed, thus: "Mr. ———, in the place of Mr. ———, and so on.

Each of the Trustees should immediately be notified to visit the bank and affix their signatures to the book. This notice should be in the nature of a notification of his election, in whose place elected, with a request to attend at the bank for the purpose above indicated. This notice should also be under the seal of the Court and bear the number of the bank book, so as to avoid delay at the bank, while search is being made for the account. Each of the Trustees should take his notice with him to the bank.

The Treasurer, Recording Secretary and Financial Secretary are not eligible as Trustees.

#### LOSS OF BANK BOOK.

The bank book should be kept in the custody of the C. R., and the Secretary should keep a duplicate of its entries, and a memorandum of the number of the book.

In case of loss, notice should at once be given to the bank, and application made for a new book; this will be issued only in accordance with the rules of the bank, which usually are, viz: First notifying the public,

through an advertisement, of the loss—giving the number of the book and offering some inducement for its return ; or by executing to the bank a bond of indemnity.

Although these conditions may seem wholly unjustifiable, still some banks, if not all, impose them for their own protection.

#### INSTALLATIONS—BY WHOM CONDUCTED.

The installation of officers is conducted either by the District officers, D. D. C. R., or if the Court be not in District, then by the D. H. C. R., in accordance with the new Ritual.

#### PUBLIC INSTALLATIONS.

If a public installation be held, the *signs, salutations, and all symbols and tokens must be dispensed with.*

The members, however, must be previously instructed to rise at the sound of the gavel when the obligation is about to be administered, and to resume their seats at its conclusion, when signalled by the gavel.

#### APPOINTMENT OF COMMITTEES BY NEW CHIEF RANGER.

Upon the newly elected C. R. assuming his station (except in the event of a public installation, when it may be deferred until the succeeding meeting), he must appoint his committees as follows :

*The Arbitration Committee*, which is appointed once in each year (except the filling of vacancies therein), at the first meeting in January. This committee consists of seven members, neither of whom should be the S. C. R. or Secretary, inasmuch as the former may be called upon to preside at the meetings of such committee, in the absence of the C. R., and the Secretary is, in effect, its clerk.

*The Finance Committee* must be organized as provided in Art. XVII, § 12, consisting of the chairman of the Board of Trustees, the chairman of the Board of Auditors, and one member, to be appointed by the C. R.

*The Auditors*, if the Court By-Laws provide for their appointment by the C. R., should be so appointed, and consist of three members. In many Courts they are elected.

Of the duties of the Finance Committee we shall treat in the next subject.

#### PAYMENT OF BILLS.

Upon reaching this order of business, the C. R. will call upon the Secretary to read the various bills upon his desk requiring payment. When read they should be referred to the Finance Committee for approval or disapproval, before the Court can proceed to order payment. (Art. XVII, § 12.) It would be advisable for the Secretary to deliver all bills to the Finance Committee

during the recess for payment of dues, in order that, in that interim, the committee may examine and pass thereon without delaying or interfering with the business of the Court.

SPECIAL attention is called to the provisions of the section above referred to, which the C. R. and Secretary should at all times bear in mind.

#### MONEYS NOT TO BE APPROPRIATED UNLESS, ETC.

By the provisions of § 3, Art. XVI, no appropriation of money can be made when only seven members are present at a Court meeting, unless by unanimous consent. This, however, does not relate to the payment of sick and funeral claims, Subsidiary High Court per capita tax, District dues, salaries or rent, all of which are provided for by law.

#### GOOD AND WELFARE—VARIOUS SUGGESTIONS.

This is the last order of business, although in reality no regular business is transacted under this head—it having been already disposed of under previous orders of business. This usually permits of remarks and addresses, etc., for the good of the Order, by members and visiting brethren. In the absence of such remarks, addresses, etc., it will be desirable (if the hour permits thereof) for the C. R. to read a lecture from the Ritual. The lectures therein contained will be found very interesting as well as instructive.

If there are any visitors in the Court room, it is customary for the C. R. to request them to address the Court. He will commence with those of superior rank, in the order of their positions, then P. C. R's, and members in general. The Secretary should keep a record of the visitors—that is, their names, rank and Court, except as to the then High Court officers or District officers, who will be referred to simply by their station, thus: H. C. R., D. C. R., and so on.

Visitors are expected to be at all times discreet as to the subject and length of their speeches; long addresses are not, as a rule, agreeable. Speeches savoring of personalities, condemnation, rebellious or dissatisfied temperaments, should not be indulged in by the visitor, nor encouraged by the members or permitted by the C. R., who should at once politely check any such transgression. (Art. XXXII, § 4.) But a calm interchange of views, observations of encouragement to the Court, suggestions as to its future course, or upon any mooted question of the day or hour connected with our Order, are always favorably received, and frequently conducive of good results, and therefore should be encouraged.

These visitations, as well as the exchange of visits by and between sister Courts, invariably promote prosperity, good feeling and harmony; it stimulates members to pursue a thrifty and laudable course. We should remember that while we are not by nature, yet

by the bonds and ties of Forestry we are brethren, both in and out of the Court.

*Unity, Benevolence and Concord* should at all times be uppermost in our thoughts, and by these principles our actions should be controlled. This will ensure the proper direction for our every act, thought and deed in our intercourse with each other, and in all things lead us to maintain the true principles of manhood. Let us never be actuated by malice or hatred, but always be forbearing in temper, and lenient in condemnation. We are not, any of us, without faults and at times indiscreet, and if our own conscience is heeded, it would teach us more quickly the value and justice of the maxim, "charity to all, malice toward none."

#### CLOSING OF THE COURT.

The C. R., after having acknowledged the visitations at the close of the addresses, will recur to the Ritual (page 9), and request the Secretary to read the minutes and accounts of the evening. This being concluded, he will cause the brethren to arise, by giving the necessary signal with the gavel, and proceed to close the Court. The members will remain standing in their regalia while the closing ode is sung. At the conclusion of the singing, the officers and members will divest themselves of their regalia. The Woodwards will thereupon, under direction of the C. R., collect together the Court properties and safely deposit them in the

chest or closet belonging to the Court. The salutation should not be given upon closing the Court. (So ordered at the Subsidiary High Court meeting at St. Louis.) Thus closes the proceedings of the evening.

## GENERAL SUGGESTIONS.

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### ARBITRATION COMMITTEE PROCEDURE.

This committee consists of seven financial members, who must either be elected or appointed at the first meeting in January of each year. The C. R. has power to fill vacancies therein occurring, either at the Court or Arbitration Committee meeting. Neither the Secretary or S. C. R. should be appointed on the committee, for the reason that the former has to perform the duties of clerk to the committee, while the latter, in the absence of the C. R., has to assume the functions of presiding officer.

Five of the committee are necessary to form a quorum.

In order to put this committee into operation, it is necessary for a charge to be made in writing by a member who must set forth specifically, first, the charge; secondly, the specifications relied on to sustain the charge.

The charge is the action or offence complained of; such as embezzlement, defalcation, conduct unbecoming a Forester, contempt, concealment of disease or infirm-



ity, fraudulent acts, false pretences, etc., while the specifications are the facts and circumstances relating thereto.

The times, places and persons should be clearly and definitely set forth. (See form in appendix, which will serve as a guide.)

The charge must be preferred within one year of the committal of the offence, and presented to the C. R. at a regular Court meeting, accompanied with the sum of five dollars to cover any fine or expense imposed upon the complainant.

The C. R. will then refer the charge to the Arbitration Committee. A copy of the charge, under the seal of the Court, together with notice of the time and place of trial must be made and served by or through the Secretary upon the defendant personally, or if that be impracticable, then by leaving it at or by sending it by mail to his last known place of residence, at least fourteen days previous to the date of the committee meeting. The Secretary will then summon the committee to meet at the time and place mentioned in the notice served upon the defendant, and should also summon the C. R., S. C. R. and a sufficient number of members to fill vacancies, should any occur upon the night of the meeting. (Art. XVI, § 17.) When vacancies are filled, the original arbitrator becomes removed as one of the committee, and the appointee to fill the vacancy becomes permanently for the balance of the term as one of the Arbitration Committee.

*The following rules should be observed in the trial of charges, etc.:*

1. An arbitrator absent one meeting (if at such meeting a *continuation* of the hearing of the case be had) should not be allowed to resume his seat in such case, unless by consent of both plaintiff and defendant, and if such consent be had, before proceeding with the case, the testimony taken in his absence or a synopsis of it should be read to him.

2. Where the full committee begin to try a case, and during the trial is reduced to only a quorum, all of that quorum must be present before the trial can proceed.

3. And in case one or more of that quorum disqualify themselves during the trial by his or their absence, he or they should not be again permitted to resume his or their seats, and should be fined a sum equal to the expenses incurred upon said trial, and in such cases the C. R. should proceed to fill such vacancies and commence the trial anew. The Secretary to notify all parties as before, excepting that a second copy of the charge need not be served upon the defendant.

4. A member of the committee absenting himself for two successive meetings should not be allowed to continue as an arbitrator in the trial of any case in which, prior to his absence, he may have been engaged.

5. In all cases, both parties have the right to

appoint an officer or member of the Order in good standing to appear as counsel in his and their behalf.

6. The verdict of the committee must be in writing signed by the arbitrators, enclosed in an envelope, securely sealed, and presented to the C. R. at the meeting of the Court following the verdict, by one of the arbitrators selected by themselves.

7. The decision of the committee is final, subject nevertheless to the proper appeal, and such decision is only read for the information of the Court.

8. Either party may, at his option, notify the Secretary at least five days previous to the Arbitration Committee meeting of the witnesses desired to be summoned in his behalf, whereupon the Secretary shall immediately summon said witnesses under the seal of the Court, and a failure on the part of said witnesses to obey said summons and attend in pursuance thereof, shall, if they be members of the Order, be punished by a fine not succeeding five dollars, except in cases of sickness or unavoidable absence from the city, town or village, wherein said attendance was required. Said sickness and absence to be duly proved.

9. The C. R. should decide all points of order and questions of law.

10. The committee should pass upon the admissibility of the evidence offered, if any of it is objected to, and determine all questions of fact. This is done by some member of the committee moving that the pro-

posed evidence so objected to, be either received or rejected, whereupon the C. R. will submit the motion to the committee, which must be decided by them without debate.

11. The committee should be allowed their reasonable expenses which may or may not be a charge against the defeated party, as the committee may decide, otherwise the Court shall decide as to the payment of their expenses, if there are any.

All fines and expenses awarded by the committee in their decisions, must be paid forthwith, by the party or parties charged therewith; in default of such payment, he or they may be suspended by the Court, through its presiding officer until paid; and if not so paid within twelve months, he or they shall be expelled the Order.

12. The committee should be individually sworn by the C. R. upon their obligation as Foresters, as follows:

"I do swear (or affirm) that I will conscientiously and without fear or favor, well and truly try and determine the issues to be brought before me upon my honor as a man and a Forester."

The witnesses should in like manner be sworn, thus:

"I do swear (or affirm) that I will true answers make to such questions as may be put to me touching the matters in controversy, and in all things testify truly without fear or hope of reward, upon my honor as a man and a Forester."

If strangers are to be examined, the same oath may be administered to them, omitting the words, "and a Forester."

13. The Secretary of the Court in his capacity as clerk to the committee, must take notes or a synopsis of the testimony, and keep a correct and faithful record thereof, and of all the matters and proceedings of and during said trial, so that in the event of an appeal to the District or final Arbitration Committee he may be able to make, if required, a full and complete return of the testimony and proceedings, which, when made must be under the seal of the Court. For this purpose, the Secretary should keep a separate minute or record book of such proceedings. He must also number all documents and other material offered as evidence, and retain them in his possession until the decision of the committee is read to the Court. He may be fined a sum not exceeding five dollars, as the committee may decide, for the loss of any document or material belonging to the case.

14. All being in readiness, the clerk (Secretary) will read the charge (the committee having first been sworn as stated in paragraph 12); whereupon the counsel for the plaintiff will open the case to the committee by reciting a statement of the charge or complaint, and the testimony by which he expects to prove his case. He will then call his witnesses (who must be sworn as indicated in paragraph 12) and proceed

to examine them. As he concludes with each witness, the defendant's counsel may cross-examine him. The plaintiff's counsel may then re-examine the witness as to any new facts brought out upon the cross-examination, or to explain any discrepancy into which the witness may have fallen, or appearing therein as compared with the witness's previous testimony. This course will be followed until the case for the plaintiff is closed. The defendant's counsel will then open his case in the same manner as did the plaintiff's counsel, stating the line of defence and testimony by which he proposes to establish his defence.

He will then call his witnesses and examine them; (they must be sworn in the same manner as the plaintiff's witnesses.) The plaintiff's counsel may cross-examine and the defendant's counsel re-examine in the same manner as before stated in respect to the plaintiff's witnesses.

At the close of the defendant's case, the plaintiff—that is, the member who makes the charge, or his counsel, may call witnesses to rebut—that is, to disprove or explain any new matter or statements brought out by the defendant's witnesses, or to disprove the defence, or by way of explanation.

15. Care should be exercised to exclude and keep out of the case all matters having no relation to, bearing upon, or foreign to the case.

All the rulings, both by the C. R. and the committee

should be carefully noted by the clerk (Secretary), as well as the objections by the principals or their counsel and the rulings thereon.

16. After the testimony is concluded, the defendant's counsel will sum up the case to the committee, he will be followed by the plaintiff's counsel. The C. R. will then impartially charge the committee upon the facts and the law bearing thereon.

If either party desires the C. R. to specifically charge the committee upon any particular points, either of law or fact, such request should be now made, and upon which the C. R. will render his decision—either charge, refuse to charge, or modify the request, and charge in such modified form as to him may seem just and proper.

All parties will now retire, leaving the committee in secret session to their deliberations. Should the committee require, during such deliberations, any information or paper, it should only be given in the presence of all parties concerned, and in the care of the chairman of the committee. When the committee go into secret session, it will be necessary for them to elect from their number a chairman and secretary.

During the trial or at its close, or during the deliberations of the committee, they may adjourn from time to time, to suit the reasonable convenience of the committee.

In all cases of trial by arbitration *a majority* of the committee sitting is necessary to a decision.

#### APPEALS.

An appeal from the decision of the committee may be taken to the District (if the Court be in District) or to the final arbitrators (if the Court be out of District), or afterwards from the District Arbitration Committee to the final Arbitration Committee, in accordance with the District Laws and Art. VIII, of the General Laws. The appeal is perfected by serving notice thereof, containing the grounds of such appeal, accompanied with the necessary deposit, upon the District 'Secretary or Permanent Secretary, as the case may be, duly signed, and a copy of such appeal must be served upon the Court by delivering the same to the Court Secretary. (For forms see Appendix.) The Court must then make a full and complete return of all the testimony, documents, decision and proceedings to the District or Executive Council, as the case may be. Upon the appeal the Court may be represented by counsel. An appeal does not have the effect to stay the enforcement of the decision of the Court committee, unless so ordered.

#### CHARGES BY AND AGAINST COURTS.

1. In cases where the Court itself prefers a charge, it may be done by designating some one or more finan-



cial member or members to draft, prepare and present said charge on behalf of the Court, and who shall be regarded as the "Committee on Charges."

In the above cases, the deposit may be dispensed with; in all other respects the proceedings are to be conducted and the same rules observed as previously indicated under the heading of Arbitration Committee Procedure.

2. Any Court or Courts may prefer charges against a sister Court or Courts, and a member of one Court may present a charge against a member of another Court.

In the former case, the charge is to be presented to the District or the Executive Council, as the case may be, and the laws of the District and Subsidiary High Court shall prescribe. In the case of disputes between two Courts out of District, the Executive Council may appoint three members from each of the three nearest Courts to try such disputes. (Art. XXV, § 3.) In the latter case, it is placed in the Court of which the brother complained against is a member. (Art. XXV. § 2.)

Providing the charges are in proper form, and the law complied with, the presiding officer has no discretion but to accept said charge and refer it to the proper channel or tribunal.

#### APPEALS FROM DECISIONS OF CHIEF RANGERS.

In Courts out of District, an appeal from the

decision of the C. R. may be taken direct to the Executive Council. When the Court is in a District, the appeal must first be to the District and afterwards, if desired, to the Executive Council. Appeals from the decision of a D. C. R. or D. D. C. R. or the Executive Council of the District may be taken to the District proper, and from there to the Executive Council. Appeals from a D. H. C. R. may be taken direct to the Executive Council, as D. H. C. R's are only appointed for those Courts out of District.

The Appellate Tribunals (*i. e.*, the bodies appealed to) have the right, upon hearing appeals, to call for and require the production of books, papers and documents relating to the case, and may affirm, modify or reverse any decision or resolution appealed against. Appeals must be taken within two months from the date of the decision, etc. appealed from. (Art. VIII, General Laws.) D. D. C. R's have no appellate jurisdiction.

#### RETURNS TO DISTRICT AND SUBSIDIARY HIGH COURT.

Immediately upon the initiation, reinstating or admittance by clearance of members, or the rejection of persons proposed for membership, the Secretary should at once return the name, age, occupation, whether married or single, to the District Secretary and Permanent Secretary.

In making quarterly returns to the District, the

names only of those members who are actually financial should be returned and paid for. Unfinancial members becoming financial in the interim of two quarters, their names should at once be returned to the District Secretary, and the quarterly dues for the quarter or quarters at which they were not returned paid in the succeeding returns. The object of this being to avoid liability, either on the part of the Court or District, when a member allows himself to run out of benefit. It will have, we think, an wholesome influence in causing members to be more diligent in their own interests, and keep themselves out of arrears, so that in case of need they will be entitled to receive those benefits vouchsafed by the Order, and for which they joined it. It will also secure to the Court and members proper protection and their rightful benefits by being promptly returned to the District upon becoming financial or reinstated. A member who is unfinancial in his Court is unfinancial in all his relations to the Order, and to return him as "financial" to the District at a time when he is "unfinancial" in his Court, may not only result in expense and complications, but may invite and involve the Court in outside trouble and unnecessary controversy. If a member is unfinancial and not entitled to sick benefits in his Court, and the Court undertakes to return him as financial to the District, it may become a serious responsibility for the Court should the member sue for

sick pay, and show by the Court's return to the District that he was by the Court acknowledged as a financial member.

In making annual returns to the District or High Court, Secretaries should be careful in the preparation and prompt in transmitting such returns. If inexperienced in compiling and making such returns, they should seek the assistance of some more experienced Secretary or member. Every neglect is followed by a fine, and it behooves Secretaries to keep without the pale of them. In all cases the Secretary should be held personally responsible by the Court for fines imposed upon it through the Secretary's neglect of duty.

It is a responsibility to have work *yet to do*, a pleasure to know that it is *already done*, and especially for one to be enabled to answer affirmatively when asked if certain of his duties have been accomplished. Diligence commands respect and appreciation. Procrastination is often fraught with disastrous consequences, and creates lack of confidence.

We again remind Secretaries that they must be prompt in making their quarterly returns to the District or Executive Council, of suspended, precluded and expelled members, if any.

#### AMENDMENTS TO, AND FRAMING LAWS.

Amendments, new laws or revision of laws, when suggested at the instance of the Court, should be conducted as follows:

A committee of *about* three members of the Court (selected with reference to their experience and familiarity with, and a knowledge of the laws of our Order) should be appointed to revise the laws, who should meet as often as convenient, carefully examine the General Laws, so as to embody in the Court laws the provisions applicable to Subordinate Courts; exercise great care that the proposed alterations are in harmony and not in conflict with the General or District Laws. It might prove of advantage were members of the Court, not on the committee, to hand to the committee any suggestions such members desire to make relative to the laws, so that the committee can consider and pass upon them while preparing the revision or framing new laws.

The committee should, with as little delay as possible, commit their report to writing, setting forth the proposed alterations, and present such report to the Court, whereupon the Secretary or one of the committee (usually the chairman) will read such report when in "new" business. This will be regarded as the first reading. The second reading will take place on the succeeding meeting when in "unfinished" business. (To save time, the reading of the first and last section will suffice for the second reading, unless a full reading is requested.)

On the succeeding or any subsequent meeting, as

may be agreed upon, the members should all be notified to attend the third and final reading.

At this meeting, in "unfinished" business, the proposed revision and laws will be read, debated and acted upon section by section. Each section as read, may be adopted, amended, altered or rejected as the members may deem advisable, providing, however, that the General and District Laws are not infringed upon. The motion will be to adopt the section or amendment as proposed by the committee; the amendment to the motion will be to amend the section proposed for adoption by striking out and inserting words and such like. An amendment "not to adopt" would be out of order, as it is but a negative vote. A two-third vote of the members present is necessary to the adoption of any new law, amendment or alteration of existing laws.

After the report has been concluded and passed upon, a motion should be made to adopt the laws or amendments, whichever they be, as a whole, and repealing all laws or parts of laws, inconsistent therewith.

The laws as adopted, should then be legibly and plainly written out and transmitted to the Executive Council or to the District, if the Court be in District, for approval. If not in strict conformity to law, the Executive Council and District have the right to alter them so as to make them conform thereto.

When approved and returned to the Court, they should be copied into a blank book to be known as "the

Constitution Book," in the manner and for the purpose indicated under the title of "signing the Constitution" (ante.)

The laws as approved, should then be printed and circulated among the members; to accomplish this, a Committee "on Printing" should be appointed. The committee who framed or revised the laws is usually appointed as the Committee "on Printing." The duty of this committee will be to secure estimates for the printing, so as to reduce the cost as much as possible. After having agreed upon selecting some one of the estimates, and placing the manuscript in the hands of the printer, they will carefully compare the proof sheets with the manuscript and see that all proper corrections are made and typographical errors rectified.

An index and rules of order should likewise be carefully prepared and annexed to the laws.

Casual alterations to laws proposed by any two individual members are disposed of in the same manner, except that no committee is requisite.

The alterations being offered, accepted, ordered to lie on the table for two meetings, and then acted upon. Members should, and indeed must be notified to attend the meeting for the consideration of such amendments, and when adopted must in like manner be forwarded to the Executive Council or District for approval. These amendments must also be inserted in the Constitution Book.

## VOTING, ETC., BY NEW MEMBERS.

While a new member cannot vote on the night of his initiation, yet he may be nominated for a subordinate office, although it is not desirable that he should be.

## RETENTION OF PAST HONORS.

A member who becomes precluded or expelled forfeits all honors acquired by him during his past membership, and should he be reinitiated, his past honors are not thereby revived, as he enters as a new member, and is only eligible to the rights and advantages applicable thereto.

## FUNERAL CLAIMS.

Upon the death of a member belonging to a Court in District, or upon his wife's death, the claim for the funeral allowance should be made in the manner prescribed by the form shown in the appendix hereto, signed by the C. R., S. C. R. and Secretary of the Court. It should also be accompanied by a certificate of death, either by the attending physician or coroner; and if practicable, a transcript of death by the Board of Health in the place where the death occurred. In cases of claim by reason of the death of a member's wife, the certificate of marriage should also be transmitted with the above papers.



## INITIATION FEES AND CLEARANCES IN NEW COURTS.

New Courts may establish any scale of entrance fees they deem proper, for the first twelve months of their existence, after which they must conform to the General Law, by fixing such entrance fees at a sum *not less* than that prescribed by General Law. (Art. XVI, § 12.)

Courts which have been established less than one year cannot grant clearances.

When a member becomes entitled to a clearance he must be free from charges and indebtedness in his Court, and pay three months' dues in advance at the date of receiving such clearance. (Art. XVIII.)

## COURTS REMOVING.

Before a Court can legally remove from one meeting place to that of another, it must procure the consent of the three nearest Courts (provided there be as many Courts within a radius of five miles) and of the District if in District, or of the Executive Council if out of District. Before any Court determines to change its place or night of meeting all members must be notified to attend a meeting for THAT purpose.

The object and purpose of procuring the consent, as before indicated, is to avoid overcrowding Courts in localities and to prevent the individual interests of Courts clashing or interfering with each other, and .

furthermore, to ascertain as to the respectability, etc., of the proposed place of meeting, and that it is in no way objectionable as a place wherein to hold the meetings of a Court of Forestry.

To change the night of meeting, the consent of the District or Executive Council is alone necessary.

#### ENDOWMENT FUND.

1.—*Applying for Membership.* As soon as a member's certificate and declaration is prepared, the officers should verify, sign and seal the same, and the Secretary must forthwith forward it together with the entrance fee of one dollar and twenty-five cents to the Permanent Secretary, who will, if all be correct, return the certificate of membership.

2.—*Assessments.* As soon as the Secretary receives notice of assessment, he should *at once* notify the Endowment Fund members of his Court, and as speedily thereafter as practicable, and at least within thirty days collect said assessment and remit it to the Executive Council. The money order for the remittance should be made payable to the High Court Treasurer, but enclosed in an envelope with the return sheet, and directed to the Permanent Secretary. A failure to so forward the money renders the Court liable for its miscarriage.

3. The law authorizes Courts to deduct the expenses of collecting and remitting the assessments, etc.,

from the amount so collected; in doing this the Secretary should, in each instance, forward to the Executive Council an itemized statement of such expenses, and also vouchers of same when required. The Permanent Secretary *must* send a receipt for the full amount, and credit the account and High Court Treasurer with the expenses as so much disbursed.

4. The Secretary should carefully study and familiarize himself with the Endowment Law, so that the rights of members be not prejudiced.

5. In forwarding proof of death, we have included in the appendix the form of affidavit and proof required, although reference to the law will clearly define the necessary requirements. Art. XXXIV, § 15, viz.: notice (as in case of claim for funeral allowance) signed by the Secretary, with seal of the Court, transcript of death, if obtainable, or if not, then an affidavit (as in the appendix) containing the name, age, date, place and cause of death, duration of sickness, from attack to time of death. This affidavit must be made by the attending physician or coroner. A similar affidavit by the person or persons entitled to receive the Endowment Fund allowance; these affidavits must be sworn to before a Justice of the Peace or Notary Public. If the deceased left a will, then a sworn copy must also be sent, with a certificate from the Surrogate or Probate Judge of the granting of letters testamentary, or of administration if the claim be made by the executor or administrator.

If the claim be made by the widow, she must insert in the foregoing affidavit the fact of her marriage, and that it existed at the time of the death of the deceased, accompanying said affidavit with the marriage certificate or a copy thereof.

The officers of the Court of which the deceased was a member are expected, and in duty bound to see that the foregoing requirements are complied with and the proof forwarded to the Executive Council without any unnecessary delay. Any expense attending the above must be borne by the party who is to receive the money. The Executive Council may, if in their judgment it be necessary, demand such other proof as may be just and proper.

There is no limit as to time within which the endowment has to be paid, but as soon as the draft is received by the Secretary he should deliver it to the party to whose orders the draft is made payable, taking his, her or their receipt therefor, together with the certificate of membership, cancelled, and forward both to the Permanent Secretary.

#### REMOVAL AND IMPEACHMENT OF OFFICERS AND DELEGATES.

Officers and delegates may be impeached and deposed for insolent demeanor, incompetency, malfeasance, abuse of power, etc. (Art. XXI, General Laws.)

This may be done by a majority vote at any regular meeting of the Court, or at a special meeting summoned for that purpose.

These offenses are tried by the Court, and in that respect differs from the trial by arbitration.

SUNDAY BUSINESS NOT ALLOWED.

No business of any kind (except funerals), pic-nics or other entertainments and enterprises connected with the Order is permissible on Sunday. A violation of this law is punishable by fine, suspension or expulsion. (Art. XXIII, General Laws.)

THE NAME OF THE ORDER NOT TO BE USED FOR PERSONAL BENEFIT.

Any member using the name of the Order for his pecuniary benefit is liable to a fine of twenty-five dollars. (Art. XXIV.)

OTHER ASSOCIATIONS, ETC., JOINING THE A. O. F. IN A BODY.

Any association, club or society may be admitted and instituted as Courts of Forestry. In respect to such cases, the Executive Council have discretionary powers as to the age of the applicants. (Art. XXVII, § 7.)

The cost of opening a new Court is now fixed at twenty-four dollars and fifty cents. (Id., § 4.)

NAMES OF COURTS.

A Court already instituted desiring to change its name, or a new Court to be opened cannot assume as

its name, one already adopted and in use by another Court, nor assume the name of any living person, or that of a defunct Court. (Art. XXVII, § 5 General Laws.)

WITHDRAWAL FROM SUBSIDIARY HIGH COURT, OR DISTRICT COURT.

Courts wishing to withdraw from the Subsidiary High Court or District Court may do so upon the following conditions:

1. Calling a meeting of the members for that purpose, and securing the assent of the members thereto.

2. Paying up all arrears, dues, etc., and otherwise place themselves in good standing with the Subsidiary High Court and District.

3. Making application in writing, under the seal of the Court—signed by the C. R., S. C. R. and Secretary, at least three months prior to the Subsidiary High Court or District meeting.

4. Procuring a three-fourths vote of the delegates assembled at any such Subsidiary High Court or District Court meeting. (Art. XXVII, § 6.)

(See under head of "withdrawing from Subsidiary High Court," for proceedings subsequent to procuring permission to withdraw.)

COMMUNICATIONS TO SUBSIDIARY HIGH COURT.

Except as to the Endowment Fund, all communications to the Subsidiary High Court must be sent

through the District Secretary, when Courts are in District. Courts not in District may communicate direct. (Art. XXIX, § 1.)

Individual members (except members of the Subsidiary High Court Sick and Funeral Fund), are not permitted to communicate or correspond with the Executive Council or Subsidiary High Court. (Id., § 2.)

#### GENERAL LAWS OF THE ORDER.

The General Laws of the Order are to be consulted and complied with when a matter arises, to meet which, there is no Subsidiary High Court, District or Court Law. (Art. XXX.)

#### LIABILITY OF HIGH COURTS FOR DEBTS OF SUBORDINATE COURTS.

It has frequently been supposed that Courts which have claims against a sister Court, for money advanced at its request, in case of non-payment, have a right to be reimbursed by the Subsidiary High Court. This supposition is erroneous, as no such liability exists. The remedy is to sue the Court, or prefer charges and have it suspended. The High Court is only liable for the sick and funeral benefits of members attached to the High Court Sick and Funeral Fund, and for the funeral benefits of clearance members whose Courts have broken up before such members become entitled thereto in the Courts accepting the clearance, and then

only upon compliance with the law. (See remarks under "Clearance Membership." (Art. XVIII, §§ 5-6.)

#### AMENDMENTS TO GENERAL LAWS.

Courts wishing to offer amendments to the General Laws, must adopt the same at a regular Court meeting, or a special meeting called for that purpose.

Such amendments should be legibly written on one side of the paper only; signed by the Secretary, under the seal of the Court, and forwarded to the Permanent Secretary, prior to the 30th day of June previous to the ensuing Subsidiary High Court meeting.

Amendments to General Laws adopted at the Subsidiary High Court meeting, take effect on the first day of October following.

Resolutions passed thereat, unless otherwise ordered, take effect immediately upon the adjournment of the meeting.

#### APPROVAL TO INITIATE NEW MEMBERS.

When the approval to initiate new members becomes necessary, and the Courts to which application therefor should be made have ceased to exist, or are under suspension or been expelled, application must in such cases be made to the District, if the Court was in District; if out of District, then to the Executive Council. This should be done to verify the candidate's right or eligibility to be re-admitted in the order, and as a safeguard against fraud and imposition.



## ABSENCE OF QUORUM AT COURT MEETING.

Should it occur that a sufficient number of members to constitute a quorum fail to attend a Court meeting, the C. R., after waiting one hour, should adjourn.

Those members, however, attending and desiring to pay their dues, etc., must be permitted to do so.

Courts failing to hold its regular meetings, or its membership becoming reduced to less than a legal quorum (9) are liable to forfeit their dispensation. (Art. XIX.)

## CONSOLIDATION OF COURTS.

To accomplish the consolidation of two or more Courts, the following course should be strictly pursued:

1. The members of each Court should be summoned and a discussion had as to the advisability of the project.

2. Each Court should furnish the other with a correct and full statement of its affairs, viz.: cash in bank, cash in Treasurer's hand and in other depositaries, properties, goods, etc.; number of members, specifying the age and standing of each, together with a full and correct account of the Court's liabilities.

3. If such statements and accounts prove satisfactory and the Courts determine upon a consolidation, a committee should then be appointed by each Court, to meet in joint conference and arrange for the transfer of the effects, audit the accounts, and decide upon the

name of the Court as consolidated. It has frequently occurred and become customary to adopt the name and number of the senior Court.

4. After these preliminaries have been satisfactorily arranged a meeting of the members of the Courts to be consolidated, should be convened; a surrender of the effects of the incoming Court or Courts should be made, and the meeting then proceed to elect new officers for the balance of the term, unless it is agreed that the officers of either one of the Courts shall be retained as the officers of the consolidated Court.

5. Before the amalgamation can be finally consummated, application for permission to amalgamate must be made to the District or Executive Council of the Subsidiary High Court, to the latter if the Courts be out of District. If one Court be in District and the other out of District, the one will have to make application to the District and the other to the Executive Council of the Subsidiary High Court.

6. Upon receiving the permission required, notice of the amalgamation should at once be given to the District or Executive Council or to both as in the case above indicated. The dispensation of the Court or Courts whose name is not retained, must be surrendered to the District or Executive Council for cancellation. If the members should determine upon an entire change of name, then all the dispensations must be surrendered, and application made for a new one with

the new name as agreed upon. This will be granted upon the pre-payment of three dollars.

7. Arrangements will have to be made as to the By-Laws of the Court, either the laws of one or the other of the Courts will have to be retained, or a new code of laws drafted in the manner suggested under the head of "Amendments, etc., to Laws."

The assent of at least three-fourths of the members should be necessary to effect the consolidation.

READING AND COMPARING SUBSIDIARY HIGH COURT REPORTS  
AND CREDITS, WITH AMOUNTS REMITTED.

As soon as the Subsidiary High Court quarterly report is received, the financial account therein should be examined, in order to ascertain whether the court has been credited with all remittances, and a like course should be pursued in respect to the District report or balance sheet.

If upon such examination any inaccuracy or omission appear, notification thereof should, under the seal of the Court, be forwarded to the chairman of the Audit Committee of the Subsidiary High Court or District. The correction to be noted or printed in the next report.

The C. R. must at the first regular meeting after the receipt of the Subsidiary High Court quarterly reports, read the address to the Court, or in default, is liable to a fine of one dollar.

## DEFICIENCIES IN FUNDS ACCOUNT.

At the end of each year, if there is a balance against either of the funds of the Court, the Court must immediately make good such balance by a levy upon its members, to be collected as in the case of dues. (Art. XVI, § 18.)

## INCORPORATION OF COURTS.

It is incumbent upon all Courts to secure their incorporation under the laws of the State wherein located, so as to give them a local, legal and corporate standing in the community, as well as in courts of law, in case occasion should arise whereby the aid of such tribunals is sought.

Incorporation overcomes many obstacles, and enables the Court to sue and be sued in its corporate name; while if not incorporated, suits would have to be brought by or against the C. R., as President, the Trustees, or the members collectively, according to the laws of the different States. In point of fact and as a general rule, all unincorporated associations are regarded, in States where the common law rule prevails, as co-partnerships, thus making each individual member liable for the whole indebtedness of the society or association.

## SUSPENSION OF COURTS.

Courts may be suspended for the following causes:

1. Failure to hold its regular stated meetings with-

out procuring from the Subsidiary High Court or District a dispensation or authority for such cessation of business.

2. For improper conduct, neglect or refusal to conform to the Ritual, Laws, Resolutions and Mandates of the High Court, Subsidiary High Court, or District Court.

3. For neglecting or refusing to make prompt, regular and proper returns, non-payment of dues, or by reason of its membership diminishing to less than nine members.

Suspension incurs a forfeiture of dispensation, rituals and lecture books.

Any Court having been suspended and failing to become reinstated within eighteen months from the date of such suspension, becomes, by operation of law, **EXPULSED** from the Order.

Suspension from a Court, District, Subsidiary High Court or High Court, is a suspension from the Order; the one follows the other as a necessary consequence, (Art. XIX, General Laws.)

#### HONORARY MEMBERSHIP.

An honorary member must be proposed and initiated as in the case of a benefit member, except, however, that he is not limited to age, nor is a medical examination and certificate necessary.

The custom of conferring by one Court the degree of honorary membership upon a benefit member of a sister Court is not permissible. (Art. XVI, § 10.)

PROPOSITION AND INITIATION—THE SAME MEETING.

Seafaring men who are about to go to sea, may be proposed and initiated at one and the same meeting.

Though no provision is made therefor by the Subsidiary High Court laws, it is so provided by the General Laws of the Order.

COLORED MEMBERS.

We have in our Order, Courts composed of colored persons. If any member of those Courts should apply for admission as a visitor to any other Court, he is, as a matter of strict right, entitled to admission upon giving the proper alarm, pass-word, etc., as in the case of white members. Any Court refusing to admit such colored visitors would be liable to a fine or suspension.

SECRET MEETINGS.

The meetings of all Courts must be open and public to the members of the Order.

Courts holding secret sessions and denying admission to qualified members of sister Courts, are liable to expulsion.

CONTEMPT.

Any District, Court, officer or member guilty of printing, publishing or circulating any article or mat-

ter derogatory to the Order, District, Court, officer or member, or guilty of any other unforestic conduct, is liable to a fine, suspension or expulsion. (Art. XXV.) By unforestic conduct is meant anything improper or contrary to the teachings of the Ritual.

#### REINSTATING COURTS SECEDED OR SUSPENDED FROM THE ORDER.

As to the reinstating, etc., of Courts that have seceded or been suspended, and the relative rights of the members thereof who voted against such secession, or the act for the commission of which the Court was suspended, see Art. XXVI. In such cases, the members above referred to are entitled to clearances, membership in, and protection from the Subsidiary High Court or District Court.

They should, immediately upon the suspension, expulsion, secession or breaking up of their Court, make application, with proof of their absence or vote at the meeting at which the act took place, to the District or Subsidiary High Court, to be admitted as members of the Sick and Funeral Fund thereof, or for clearances to enable them to enter some other Court. The application must be made within one month, but if the applicant resides at a distance of over five miles from the place where the Court was held, then an additional month is allowed to make such application.

In the event of there being nine or more members who voted in the minority, or were absent, as before

indicated, and so desiring, they are entitled to recognition by the Executive Council as the same Court to which they formerly belonged, and the Executive Council are authorized to issue a new dispensation bearing the same name and number, provided the original dispensation cannot be obtained.

It will be observed that every inducement, encouragement and protection is offered and guaranteed to those members who remain true and faithful to their obligation, and to maintain sacred the pledges they have made upon their honor as men.

#### DEPUTY DISTRICT CHIEF RANGERS.

These officers have, by appointment, oversight over all the work and proceedings of the Courts for which they hold a commission. Their duty is to install new officers, open new Courts, and perform such other services as may be required of them by the H. C. R. or D. C. R. (Art, XXVIII, § 1.)

They may also render decisions upon the laws, etc., but their acts and decisions are appealable to and may be affirmed, modified or reversed by the H. C. R. or D. C. R. (Id., § 2.)

#### MISCONDUCT AND THE FINES.

A member persuading another to leave the Court to which he belongs to join another, is liable to a fine of five dollars. For urging a candidate to withdraw his



proposition for membership from one Court to offer it to another, the fine is five dollars. Any Court accepting such member or proposition with a knowlege of the facts, is liable to a fine of ten dollars.

Making known to strangers any of the secrets, signs, etc., of the Order, is punishable by *permanent* expulsion from the Order.

Disclosing objections made to candidate's admission or the name of a brother making such objection, is punishable by a fine of ten dollars or expulsion.

Should any brother (except the C. R. or Secretary) give the pass-word or countersign to another brother, either in or out of Court, or make known to strangers any resolution of, or discussion used in any meeting, to the injury or disparagement of a member, Court or the Order, he may be fined according to the discretion of the Court.

A member visiting a sister Court, or acting as an officer therein, he must conform to its laws, resolutions, regulations and usages, or in default thereof, he is held amenable in the same manner, and subject to the like penalty, as would be inflicted upon a member of the same Court. (Art. XXXII, §§ 1-5.)

#### JUVENILE FORESTERS.

Juvenile Foresters' societies may be formed upon application to the District or Subsidiary High Court, for a dispensation therefor.

Youths between the ages of eight and eighteen years are eligible to membership.

The benefits to the members are medical attendance, medicine, sick pay, funeral allowance, and payment of entrance fee for admission into the Order and Endowment Fund.

Their funds must be kept entirely separate from the funds of the senior Court, and in no case shall a senior Court or District incur any liability for members of a Juvenile Court.

The Subsidiary High Court is authorized to supply the dispensation, necessary goods and paraphernalia.

At each session of the Subsidiary High Court, the pass-word for the Juvenile Courts, for each half-year is declared, for use until the next Subsidiary High Court meeting.

In organizing these societies, the C. R. and Treasurer of the senior Court or some other members as may be agreed upon, become the presiding officer and Treasurer.

The other officers, viz.: Vice-President, Secretary, Trustees, Auditors, etc., are selected from the Juveniles, all of whom are entitled to a voice and vote in the selection.

Books of account and records should be kept as in a Court of Forestry.

The transfer of members to the senior Court is made by proposition and initiation as in the case

of adults. The transfer is effected when the Juvenile reaches eighteen years of age, and usually into the Court by which the society was organized.

The contributions and benefits must be determined as may seem to the adult officers legitimate and consistent. No benefits should be paid out during the first six months of the organization.

Returns to the District and High Court have to be made the same as by Courts, except, that no payments have to be made thereto by way of dues or per capita tax; these returns should be made by the Secretary of the Court organizing said society.

Laws should be drafted, printed and distributed among the members. (Art. XXXIII.)

#### AUDITING ACCOUNTS.

In auditing accounts, the auditors should affix their initials to the vouchers and stubs audited. The Treasurer's vouchers should, after the balance has been made, be surrendered by him to the Court, labeled and safely deposited in the Court chest.

The auditors should compare the entries in the cash book with the entries in the ledger accounts. The Treasurer's receipts should be compared with the cash account, and the addition of each night's receipts, as footed up by the Secretary, should also be verified. The minutes should be carefully examined and see that all fines are charged, and when remitted credited.

An itemized account should be made of the amounts due by members, together with the names of the members who are so indebted.

When presenting the report of the audit, the statement of the arrearages should accompany it.

The auditors will also examine the expenditures, and see that a receipt accompanies each warrant, either separately or upon the warrant itself, and also see that the legitimate amounts have been paid to the Subsidiary High Court, District, the various salaried officers, sick benefits, etc.

The bank books should be carefully examined, the interest regularly added, and the books balanced at least twice a year by the bank.

For further suggestions relative to the audit, see subject of "Accounts."

#### DIVISION OF FUNDS.

To the Sick and Funeral Fund fifty per cent. of the receipts for *dues* is usually applied, together with the whole amount paid by the District for funeral allowances, etc. Sick benefits, funeral allowances and expenses are paid out of this fund.

To the Management Fund, forty per cent. of the receipts for *dues*, the proposition and entrance fees from new, reinstated, clearance and honorary members, fines, receipts for goods, interest, etc. Out of this fund, all the management expenses are paid, and indeed, every-

thing except benevolence, sick benefits, funeral allowances and funeral expenses.

To the Benevolent Fund, ten per cent. of the dues. Out of this fund, only donations to distressed members are paid.

#### PAYMENTS BY TREASURER, AND RECEIPTS.

The Treasurer should be particular in securing receipts for all moneys paid by him. His vouchers to pay, are neither receipts nor safeguards for him—they are but orders for payment *to be made*, and not in themselves proof of such payment.

#### WILFUL ERRORS AND DISHONESTY.

If the several suggestions herein offered are followed, wilful or unintentional errors will be made impracticable. Dishonesty will be rarely attempted, as its certain discovery, and the consequences will be realized so clearly as to offer no inducement or temptation for a member to ruin his reputation and wreck his prospects in the fraternity, and out of it.

#### THE MEANS OF PROSPERITY.

Security in respect to the funds, a strict scrutiny, oversight and periodical examinations into the financial affairs of the Court, together with a diligent, faithful and careful administration, coupled with economy in disbursements, cannot fail to promote and insure both the financial and numerical prosperity of the Court.

## SIGNING AUDITOR'S REPORT.

The Audit Report should be signed by the auditors and countersigned by the Treasurer and Secretary so as to bind all parties to its accuracy.

## PROCURING GOODS.

An individual member cannot be supplied with goods by the Subsidiary High Court. Orders for goods must be sent through, and by the Court when the Court is out of District, and through the District, by Courts in a District. Orders must be accompanied with the remittance therefor.

## HONORS CREDITED.

A member who has served the last two-thirds of a term in any office, is entitled to the honors thereof. (Art. XVI, § 5.)

## DISSOLUTION OF COURTS.

A Court cannot be dissolved so long as a legal quorum is able and willing to continue and maintain it. (Vide Resolution of 4th Executive Council, page 22, Subsidiary High Court Report, April, 1878.)

## WITHDRAWING FROM SUBSIDIARY HIGH COURT.

In addition to the requirements herein previously noted, and before they can be recognized by the High Court of the Order, Courts desiring to withdraw from the Subsidiary High Court, are required to first ob-

tain the sanction of the Subsidiary High Court under its seal, and forward the same to the Executive Council of the High Court of the Order.

#### JOINING THE SUBSIDIARY HIGH COURT.

Courts desiring to join the Subsidiary High Court must first obtain the assent, under seal, of the Subsidiary High Court or its Executive Council for admission, and forward the same to the Executive Council of the High Court with their application for transfer.

#### FUNERALS.

Whenever information is sent to, or received by any officer of a Court, of the death of a member, or of the wife of a member, the C. R., together with such of the officers as he may call to his assistance, should immediately repair to the residence of the deceased, and do all in their power to comfort, console and aid the mourners; also make the necessary arrangements with the undertaker for the funeral (unless the family of the deceased desire otherwise) being careful however *not* to pledge the credit of the Court beyond the sum prescribed by the laws, to be paid upon the death of a member or member's wife.

The C. R. will ascertain from the representative of the family the cemetery in which the interment is to be made, the time and day when the funeral is to take place, the names and particulars of any other societies to which the deceased belonged, the name and resi-

dence of their presiding officer or officers, with whom the C. R. will consult relative to assisting in perfecting the funeral arrangements. Finally the C. R. should learn what funeral ceremonies are desired and have been arranged for by the relatives of the deceased.

Pending these preliminaries, the C. R. will direct the Secretary to notify the members of the Court, also the District Secretary, if the Court be in District, of the death, and the date, time, and place of the funeral.

The members should receive timely notice, and be summoned to attend at some designated place of meeting, near the residence of the deceased, at least one hour previous to the time of day fixed upon for the funeral. The members should form in a double line, and in that manner proceed to the place from whence the funeral is to proceed, arranging to arrive at their destination in ample season.

Before starting, however, from the place of meeting, the C. R. should appoint four pall-bearers or as many as may be agreed upon between him and the other society or societies expected to be present. Each is entitled to select an equal number of pall-bearers, who in the aggregate seldom exceed six. The pall-bearers should be dressed in black and black high hats (as indeed, should all who follow the remains.) The members should be provided with white cotton gloves and crape armlets, at the expense of the Court, which, after the funeral must be returned to the Court.



If arrangements have been made for our ceremonies to be held, they will take place in the order and at a time agreed upon.

The D. C. R. or his deputy, if the Court be in District, or if not, then the D. H. C. R. or C. R. of the Court will read the funeral ceremony (Ritual, page 66), subject, however, to the right of the clergyman, if one be present, to first perform his office. During the ceremonies the officiating officer will be stationed at the head, and the next highest officer will be stationed at the foot of the coffin, with the other officers and members present on the sides. The head and foot of the coffin to be reserved for the two officers mentioned, and for the relatives and friends.

The services being concluded, the members will pass around the coffin to view the remains, and with the exception of the pall-bearers and the officiating officers will pass on and out into the street, where they will form in line as before, ready to follow the hearse.

The pall-bearers after placing the coffin in the hearse, will then station themselves on each side of the hearse, and accompany it to the point agreed upon for disbanding.

The members and others on foot, will follow in the rear of the hearse, followed by the carriage containing the mourners. The Court officers will walk in the rear of the members, the carriage for them remaining in the

line, but unoccupied until the place for disbandment is reached. The C. R. and S. C. R. should carry their gavels draped in crape.

Upon arriving within one hundred yards or thereabouts of the disbanding point, the hearse should be stopped, and the members proceed to the front and stand in open file, facing each other, and so remain with heads uncovered until the funeral cortege has again started and passed through the ranks thus formed. After this has been done, each society will pass through the other's ranks as a token of respect—with heads remaining uncovered. In cases where the doctrine of religion is opposed thereto, the uncovering of heads will not take place.

The procession will then disband, the officers entering their carriage, and the funeral proceed to the place of interment.

(Should the remains be taken to the church before proceeding to the cemetery, the same proceedings will be undergone as at the house, except as to the reading of the funeral ceremony of the fraternity.)

On arriving at the cemetery, and after the remains have been deposited in the grave, if there be no objection made thereto by the officiating minister, the second portion of the funeral ceremony should be read in the same order, as to the position of the officers and members, as at the house. (Ritual, page 70.)

Each member should be provided with a sprig of evergreen at the grave; and when the ceremonies are concluded, the officiating officer should throw his evergreen upon the coffin in the grave, repeating—"with the leaves of the forest I cover thee, oh! my brother."

The members should then throw their evergreens in the grave.

The C. R. of the Court should act as marshal during the procession, to secure discipline and uniformity in all details.

If the District officers go to the grave, the Court should hire the carriage for them, and charge the expense thereof to the District.

None but mourning sashes should be worn at the funeral.

At the meeting of the Court subsequent to the funeral of a member, member's wife, father, mother, sister, brother or child, the Court (when in the order of business known as "sick and distressed") should be signalled to arise, and maintain solemn silence during the time of three minutes for a member, two minutes for a member's wife, one minute for a member's father, mother, sister, brother or child.

The dispensation, upon the death of a member, should be draped in mourning, as should also the gavels, for the space of thirty days.

## ORGANIZATION OF COURTS.

The person having in charge the formation of a new Court will proceed as near as practicable in the following order:

1. Procure the names of nine persons who are eligible and willing to become members; the eligibility will consist of being a white male, between eighteen and forty-five years of age, of sound health and limb; believer in the existence of a Supreme Being, and of good moral character; and if a married man, that his wife is in good health. (Art. XVI, § 7.)

As soon as the nine candidates are secured or selected from a list of persons who have contributed as *proposed* members, they should be initiated in the opening court. By "the opening Court" is meant, the Court which takes charge of the arrangements, and is usually the Court of which the organizer is a member.

From among the nine members selected for initiation in the opening Court, three of them are also to be selected as the "founders" of the new Court, whose names will appear in the dispensation which will be delivered to the new Court at its inauguration. The names of three other members of the Order, or three proposed members of the new Court, who have qualified for admission may be selected.

The initiation fees may be fixed at any sum agreed upon by the organizers, for the reason that for the

first year of a Court's existence it is at liberty to adopt any scale it pleases. (Art. XVI, § 12.) The organizers of the new Court should determine upon the following particulars which may be agreed upon during the preliminary organization meetings:

1. The name of the Court, which must not be that of any defunct Court, any existing Court or of any living person. (Art. XXVII, § 5.)

2. The selection of a physician and apothecary—the former must be or become a member of the Order. (Art. XXVII, § 13.) One person may fill both offices.

3. The place and time of meeting.

4. The night of institution.

5. Nominate the officers and Trustees.

Having agreed upon the foregoing, the petition and application for a dispensation must next be prepared, (blank forms can be obtained from the Executive Council or District free of charge,) the names of the nine or more members initiated will be filled in, each signing his own name, the opening Court will prepare the application, and see that it is properly filled up, and then attach its seal and the signature of the three principal officers.

If there be three or more Courts within a radius of five miles of the intended place of meeting of the new Court, application must be made to the three Courts nearest thereto for sanction to open said new Court. Such sanction is given by a vote of the Court, and an

impression of its seal affixed to the application form before alluded to. Should sanction be refused, the circumstances should, at once, be referred to the Executive Council or District, who may, in its or their discretion, and deeming it in the interest of the Order so to do, grant the prayer of the said petition and issue a dispensation without regard to the refusal of the sanction aforesaid. If there be less than three or no court at all within the said radius of five miles of the proposed Court, the formula of applying to the three nearest Courts for sanction may be dispensed with.

The petition and application being in readiness, the opening Court will forward the same in due time for the opening, which should be at least seven days previously to the Executive Council or District, if the Court be in District, together with twenty-four dollars and fifty cents, in return for which the said Executive Council will forward to the District, if the Court be in District, or to the opening Court, or D. H. C. R., if the Court be out of District, the dispensation, C. R. and S. C. R.'s Rituals, and installations, etc., work, eight officers' ribbons and one seal; anything required in addition to the foregoing, such as reports, General Laws, member's certificates, directories, sashes, blanks, electrotypes, odes, etc., will have to be ordered and paid for in accordance with the prices set forth in the price list of goods annexed to the quarterly reports.

On the night of opening, the District officers, together with the officers of the opening Court, will as-

semble at the time and place appointed for opening the new Court.

The District officers will preside, with the assistance of the officers of the opening Court. If the opening Court is not in a District, then they will assume entire charge, unless there be a D. H. C. R. or D. D. C. R., in which event he will assume control in conjunction with the officers of the opening Court.

The presiding officer having called the assemblage to order he will be cautious to ascertain that none but legal Foresters are present, all others must be excluded. He will then proceed in accordance with the Ritual, (page 31,) after which he must read the dispensation and make the declaration of institution. (Ritual, page 32.)

The presiding officer, together with his assistants, will next proceed to the initiation of such candidates as may be in attendance, after which the election and installation of officers must take place.

In this connection it may be mentioned that any one of the newly initiated members, or any member of the opening Court, may become the C. R. for the first term, although for the purpose of instructing the new Court it would be preferable to select as C. R. and Secretary any present members of the Order, who may have assisted or been instrumental in forming the new Court, because of their experience, and as a matter of courtesy and honor. If this is not practicable, then

the C. R. and Secretary of the opening Court should be selected to fill the same positions in the new Court for the first term.

The election and installation of officers having been concluded, the C. R. will proceed to appoint his committees, viz.: An Audit Committee, consisting of three members, an Arbitration Committee of seven members, (Art. XVI, § 17; see also section herein headed "Arbitration Committee,") and select a member to complete the Finance Committee. (Art. XVII, § 12.)

There should also be elected three Trustees, neither of whom must be Treasurer or Secretary, and, if in District, two District delegates.

All officers elected or appointed continue in office until the succeeding general election, pursuant to Art. XVI, §§ 5-6, except the Arbitration Committee, which continues in office until the first meeting in the following January.

In addition to the above committees, a committee should be appointed to draft a Constitution and By-Laws, and until they are prepared, adopted and approved, (as suggested under the head of "Amendments, etc., to Laws,") the Court should select the By-Laws of some sister Court for its government, although the General Laws will be found to be very full in respect to the government of Subordinate Courts.

The By-Laws should contain provision for name of Court, time and place of meeting, objects, rights and



liabilities of members, election and duties of officers, (see Arts. XVI and XVII,) fines for dereliction and omission of duty, quarterly audits, bonds for Treasurer and Secretary, and such like, particular regard being had to the incorporation of the provisions contained in the General and District Laws relative to Subordinate Courts.

The committees having been appointed, the C. R. will continue with the order of business as per Art. XVI, § 20.

N. B. If the intended new Court be more than three miles from the opening Court, the initiation of nine members into the opening Court, as well as the certificate of the opening Court that such initiations have taken place, may be dispensed with, and all the candidates may be initiated on the night of opening.

Every new Court from its inception should adhere strictly to the following principles :

1. Adopt clear and explicit rules for the government of the Court.
2. Have bonds with the Treasurer and Secretary.
3. Have stringent medical examinations of all new members.
4. Keep the funds of the Court separate and distinct from each other.
5. Appoint thoroughly efficient officers and auditors.
6. Invest all surplus funds profitably, safely and legally in the name of the Court.

7. Have the Court incorporated or chartered.
8. Keep the management expenses low.
9. Have thorough and regular quarterly audits.
10. File all documents, communications, bills, vouchers, receipts, memorandums, etc., and destroy none.
11. Circulate, if funds permit of it, yearly printed balance sheets among the members of the Court.
12. Pay direct sums for the rent of the Court room, and have written agreements therefor.
13. Make all returns required regularly, promptly and correctly.
14. Read the "lectures" frequently and impressively, they will be found entertaining and instructive.
15. Read the reports and other documents issued by the Executive Council and District as soon as received.
16. Do not borrow from one fund to make up deficiencies in another, assess the members pro-rata therefor, if necessary.
17. Do not allow greater benefits to members than the contributions will sustain.
18. Impress upon members the importance of being present at all meetings, to guard the interest of the Court, and zealously assist in its advancement.
19. Adhere strictly to the laws and rules of the Order, and avoid strife and discord.

20. Have special rules relative to cases of insanity, blindness and paralysis, and exempt such cases from sick benefits.

21. Keep the cash in the Treasurer's hands as low as possible, and within the amount of his bond.

22. Transact the business of the Court in a business like manner, and avoid, as also discourage carelessness, frivolity, levity and personalities during the sessions of the Court.

23. Do not put a motion to vote which can be decided by law—for such an action the C. R. is liable to a fine.

24. The C. R. should be impartial, yet firm while presiding.

25. Never accept a motion to reconsider from one who voted in the negative, or was absent when the vote was taken.

26. Do not put off for to-morrow, that which can be accomplished to-day.

27. Do not accept office if you cannot attend to the duties, nor continue to retain an office when you can no longer give proper attention thereto.

#### DIRECTIONS FOR THE "DIRECTORY" RETURN SHEET.

This return has to be made annually upon a form supplied by the Executive Council. In answering questions, the Secretary will be particular in using the words "yes" and "nil." The word "nil" to be used

instead of "no" or "none," for the sake of uniformity and because "none" may be construed for "nine," if not legibly written.

Many of the questions propounded are simple and need no explanation, and for this reason we do not allude to them.

The other questions are as follows:

2. Is there a sanctuary of the Ancient Order of Shepherds (second degree) connected with the Court?

(If there is a sanctuary of *the same name and number* as the Court in connection therewith, the answer will be "yes;" otherwise "nil."

3. Has the Court graduated scales of contributions for *new members initiated*?

(By this is meant, does the Court charge *new* members with *quarterly* dues according to age—that is, say, eighteen years, \$2.25; twenty-five years, \$2.50, per quarter, and so on. If it does, then the answer will be "yes," if all members pay the same amount as quarterly dues, then the answer will be "nil.")

4. Has the Court graduated scales of contributions for all members?

(By this is meant, does the Court charge *all* its members quarterly dues according to age; if it does, the answer will be "yes." If, however, a uniform rate is charged as quarterly dues to *all* members, irrespective of age, then the answer will be "nil.")

5. Has the Court had its assets and liabilities valued by an actuary; if so, by whom and with what result?

(By "actuary" is meant one whose profession or business it is to make computations as to the amount, etc., members should pay according to age, etc., for the benefits to be derived, as in the case of insurance companies, and who also places a value upon the moneys, securities, properties and receipts of the Court as well as showing its approximate liabilities to its members for sick and death allowances. If the Court has not had this done, the answer will be "nil." If it has, then the answer will be "yes," and likewise giving the date, the name of the actuary and the result of his investigation. This question has no reference to an examination of the accounts by the auditors of the Court.)

6. Does the Court pay superannuation or old age benefits under tables certified by an actuary?

(By this is meant, does the Court pay to its members who have attained "*old age*," and unable to work by reason thereof, a sum of money per week or month for life or for any lesser period, other than for sick benefits, and if so, has an "actuary" computed what amounts should be paid for such purposes. If the Court does not pay this commonly called "*superannuated benefits*," the answer to the question will, of course, be "nil," otherwise "yes.")

7. Has the Court more than one class of benefits to which the members may contribute?

(The answer to this question will be "yes, Mutual Endowment Fund.")

21. Total number of benefit members on 31st December, 18—, (in figures.)

(By "benefit" members is meant those members who pay dues for sick benefits. We have but two classes of members, "benefit and honorary," so that all but "honorary" members are included in this question. The answer will be according to the number of members (except honorary) on the books—not including of course, suspended members; for example, if there be twenty-five, say: "Twenty-five.")

22. Average age of benefit members, etc., on 31st December, 18—?

(In order to answer this question correctly, it will be necessary for the Secretary to take his roll of membership, commencing with number one, and see when number one was initiated, and at what age; add to that the number of years since his initiation, and his present age is apparent; continue in this way down to the last member; then take the list so made out, and from that put down on another the number of members of each age; for example:

18	19	20	21	22	24	26	27
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
3	1	2	4	3	5	2	1

and so on.

Then compute thus:

3	at 18	equals	54	years.
1	" 19	"	19	"
2	" 20	"	40	"
4	" 21	"	84	"
3	" 22	"	66	"
5	" 24	"	120	"
2	" 26	"	52	"
1	" 27	"	27	"

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Total members, 21. No. of years. 462.

Divide 462 years by 21, the number of members, and it will give the average age of the members, viz.: 22 years. Thus the answer will be "22.")

23. Worth of all the Court funds?

(In answering this question, do *not* include any balance on hand, to the credit of the Endowment Fund; only give such as absolutely belong to the Court, viz.: Cash in bank, Treasurer's hands, etc., wheresoever the moneys may be.)

24. Number of days' sickness experienced by members of the Court from December 31st to December 31st?

(This can be answered by referring to any of the books showing sick benefits paid—usually the Sick and Funeral Fund account will disclose it—and extract therefrom the number of weeks sick benefit paid, thus: Brother A, one week; Brother B, three weeks; Brother C, two weeks; Brother D, one week, and so on; total the number of weeks, and reduce them to days; thus, seven weeks into days produces forty-nine days. The

answer to the question will be "49;" (only *members of the Court* to be included in this.)

25. Number of benefit members initiated (not by clearance) by the Court *from December 31st, to December 31st* ?

(This will comprise the actual number of *new* members *initiated* in the ordinary way, and does not include honorary or reinstated members, or members admitted by clearance; if only five have been initiated, the answer, of course, will be "5.")

26. Number of members died from December 31st to December 31st?

(This means members of the Court only, and includes honorary as well as benefit members.)

27. Member or members who have *permanently* left the Court, through non-payment of contributions, etc.?

(The answer to this will consist of the number of members who have (during the year) been precluded or stricken from the roll of membership for owing over twelve months' dues, and does not embrace members who have been suspended, and whose time to be reinstated has not expired, nor members who have been *expelled* for cause—that is, for wrongs done, or for any cause other than non-payment of dues.)

28. Number of honorary members in the Court on December 31st, 18—?



(In answering this do not include benefit members of other Courts, upon whom the Court (making the return) has conferred the compliment of honorary membership—but only such as have by regular initiation joined the Court as “honorary” members.)

29. Number of members belonging to *other* Courts who are paying their contributions into the Court, etc.?

(If any member or members of another Court are paying dues through the Court (making the return), the number so paying will constitute the answer. If there are none so paying, the answer will be, “nil.”)

30. Number of members' wives and widows died, etc.?

(If the wife of any member, or the widow of any deceased member who has continued to pay contributions into the Court (see question 39), has died during the year; the number of such deaths will constitute the answer to this question; if there has not been any such deaths, then the answer will, of course, be “nil.”)

31. Number of wives of members eligible to funeral benefits?

(As many members in good standing who have wives who are not prohibited from benefits by reason of sickness at the time of their husband's initiation in the Order, or by reason of sickness previously contracted, will constitute the answer; for example, if there

are twenty-one financial members who have wives, one of whom is not entitled to benefits, the answer will be "20.")

37. Number of members in the Court to whom traveling licenses have been granted?

(As we do not in the United States grant traveling licenses, the answer to this question will be, "nil.")

39. Number of members' widows contributing to the District Funeral Fund, etc.?

(In some Districts a law exists, whereby a fund is provided, to which the widows of deceased members may contribute; in return for such contributions, the District pays, upon the death of such widow, a stipulated sum for the funeral expenses. If the Court (making the return) be out of District, or if, being in District, the District laws do not provide for this fund, then the answer to the question will be "nil." If, however, there is such a fund, and any of the widows of the Court's deceased members contribute thereto, the Secretary will answer the question by giving the number thereof.)

40. Names and titles of those honorary members of the Court, who are members of the Senate or House of Representatives?

(This refers to United States Senators and Members of Congress. If the Court has any such members, the Secretary in answering the question will say "Honorable" (giving name) United States Senator, or if a

member of the House of Representatives, he will say: "Honorable (giving the name) M. C." (meaning member of Congress.) If the Court has not any such members, the answer will be "nil.")

41. Total number of benefit members in the Court, giving ages?

(The suggestions offered under question 22 will enable the Secretary to readily answer this (41st) question, without again computing the age of the members; he will then answer thus:

18	19	20	21	22
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
3	1	2	4	3

and so on.

In respect to the *total* number of members, the answer to this question must agree with that to question 21.)

42. Number of members initiated, and ages?

(The answer to this question *as to the total* number, must agree with the answer to question 25. In answering question 42, the ages of the newly initiated members must be given in the same manner as in the case of 41, thus:

18	19	20
<hr/>	<hr/>	<hr/>
2	1	2

and so on. Do not include clearance members in this answer.)

43. Members' deaths and ages?

(The answer to this question in respect to the *total*, must agree with the answer to question 26. The ages in the answer to the present question (43) must be given as in answer to questions 41 and 42.)

In making this return, the Secretary will bear in mind that the return embraces the period of one year, viz.: From the first day of January, to and including the 31st of December in the same year.

The Secretary should also ascertain from the Court the number of directories, cloth or paper bound, required, and the number of miscellanies also, if any, as the order therefor should be given upon this return.

#### ROLL OF MEMBERSHIP RETURN.

With the above return sheet the Executive Council usually forward a blue sheet, known as "roll of membership of Court ———," and calls for the following information:

Number, name in full, occupation, when admitted, whether by initiation or clearance, age at initiation, married or single, date of suspension (if suspended) cause of suspension, reinstated (if reinstated, the date thereof is given only). Remarks, (under this may be given any statement by way of explanation, such as "expelled for ———" (giving cause), or "deceased," "withdrawn," and so on.)

This sheet must be filled up by inserting therein the name, etc. of each member entered upon the books of

the Court at the date of the last "directory" return, adding thereto the names, etc. of each member admitted during the year, and filling up in respect to each of the whole list of members, the several blanks, with the information as above called for.

This "roll of membership" must be returned, together with the "Directory" return sheet and the per capita tax, to the District Secretary, if the Court be in District, or to the Permanent Secretary of the Subsidiary High Court, if the Court be out of District, on or before the first day of February in each year, or the Court will be fined and suspended, as provided in Art. XIII, General Laws, of the Subsidiary High Court. By the provisions of Art. XIII, Courts out of District have fourteen days longer than those *in* District to make their returns. But in the case of the payment of the per capita tax, it is required by the first meeting in January. We think the spirit of the law will be complied with, by making the returns as suggested, on or before February first.

#### FINANCIAL RETURN SHEET.

This return is required to be made by the 36th (§ 2) General Law of the Order. Forms therefor are supplied, upon which the return has to be made, on or before the first day of May. Before inserting any item in this return, or giving any of the information called for, the Secretary should carefully read and study the form and

the questions asked. He will obtain a clearer knowledge of the subject of the information sought.

2. In respect to the Sick and Funeral Fund, the first question asked, is "entrance fees of new, clearance and reinstated members?"

If the Court by its By-Laws divide these receipts between the three funds, then *the portion* applied to the Sick and Funeral Fund will be the answer. If the whole amount goes to that fund, so insert; if none is credited to the fund or received by the Court, then simply draw a short stroke or dash, thus; — —.

3. Contributions from *own* members for sick and funeral benefits?

(By *own* members is meant the Court's *own* members, as distinguished from those of other Courts, paying their dues through the Court making the return. *The portion* of dues applicable and paid into this fund according to the By-Laws governing the division of funds, will be the answer to this question.)

4. Entrance fees and donations from honorary members?

(If none answer thus: "— —," the entrance fees are usually divided the same as the initiation fees of regular members. "Donations" are usually applied or donated to the Benevolent Fund, though there may be donations to the other funds.)

5. Funeral allowances repaid by the district?

(This refers to the amount paid by the District to

the Court as funeral allowances upon the death of any of its members, or members' wives. These receipts should always appear in the Court books as received from the District, giving the date, and on whose account they were paid, and when paid by the Court to the representatives of the member, or the member (in case of his wife's death), the date, to whom paid, and on whose account, should also be entered in the disbursements.)

6. Reduced sick allowance repaid by the District?

(In this country, this provision of the law does not seem to have been adopted by the Districts, and therefore the answer will be — — —.)

7. Interest on money invested belonging to this fund? (Sick and Funeral Fund.)

(If there is on investment any of the moneys belonging to this fund, either in bank or otherwise, separately from the moneys belonging to the other funds, the Secretary will here enter the amount of interest received. If, however, it be on investment with the moneys of the other funds, the Secretary will state the portion of the interest that was placed to the credit of this fund when the interest on moneys invested was divided among the funds. He will then foot up the receipts (the answers to the questions just given), to which he will add the balance on hand to the credit of this fund, on the beginning of the first day of January, of the year for which the returns are made, and then give the total amount.

Upon the expenditure side give the total of full sick benefits paid, then half benefits, then quarter (or other reduced amount of) sick benefits, using the dash, ——— where none has been paid, carrying out in the right hand column the total sum paid for sick benefits, thus:

	Full pay, - - -	\$20.00
	Reduced (half) pay, - -	10.00
	Further reduced (quarter) pay, -	5.00
8.	Total sick allowances, -	<hr/> \$35.00

9. The same suggestions will apply to the funeral allowances paid out.

10. Levies to District, Funeral Fund, etc. Inasmuch as the dues paid into the District are chiefly for the advantage of receiving the funeral allowances, the sum so paid should be charged to this (Sick and Funeral Fund), unless the Court By-Laws provide differently. If charged to this fund, then enter the amount paid to the District for *dues*.

11. Levies to District Fund for reduced sick allowance?

(As we know of no such fund in the Districts in the United States, the blank will be filled out thus, ———. If, however, such does exist in any District, the amount paid should be inserted. Then foot up the total expenditure, \$——.)

12. Add thereto the total worth of, or balance in the fund (Sick and Funeral), on the 31st of December, and the amount should agree with "receipts" side.)



(B.) MANAGEMENT FUND—RECEIPTS.

1. Entrance fees appropriated to this fund.

(See suggestions to same question in Sick and Funeral Fund.)

2. Contributions for management only.

(See remarks to question 3 (ante) in Sick and Funeral Fund.)

3. Donations or fees from honorary members.

(See observations on like question in Sick and Funeral Fund.)

4. Levies.

(This refers to receipts for special assessments, or levies made by District for benevolent, relief or other purposes as distinguished from dues, to be collected from the members by the Court and by it paid into the District. If any such moneys have been received, the amount should be stated.)

5. Interest on moneys invested belonging to this fund.

(See remarks upon question 7, in Sick and Funeral Fund.)

6. Fines upon members for violation of rules.

(If a separate account of fines is kept by the Court, the amount received (if any) should belong to this fund, and inserted under this item. If placed amongst the general receipts, the amount of fines should be subtracted and entered here, the other receipts being reduced accordingly.)

7. Other receipts.

(Here may be inserted the amount received for goods sold to members, etc., or any special receipts, giving full particulars thereof.)

14. Foot up and give the total income for this fund, to which add the total worth of the fund, or in other words, the balance on hand in this fund, on the beginning of the first day of January of the same year as the returns are made for.

22. Contributions for physician. (As contributions for physician are not received separately from Court dues, by Courts in the United States, the answer will be made thus: — — —.)

#### MANAGEMENT FUND—EXPENDITURES.

The only items which call for any suggestions are as follows:

1. Levies to District Management Fund.
2. Delegates to District meetings, or High Court meetings.
3. Goods used by the Court for business purposes, etc.
4. Levies to High Court Relief Fund.
5. Other payments.

(In respect to the first item, if the District dues are divided, that is, if the Courts pay a specified sum as District dues to the Sick and Funeral, and also to the Management Fund, then the amount paid as District dues to the District Management Fund, should be here

entered and charged; but if the District dues are in but one item, then it is properly charged to the Sick and Funeral Fund, as previously referred to in the Sick and Funeral Fund expenditure account.

2. If amounts have been paid both to the District, as well as to the High Court delegate, then the amount paid each should be entered separately; if the High Court delegate only has been paid, then the words "District meetings or" should be stricken out. If the District delegate only has been paid, then strike out "or High Court meetings."

3. Insert the full amount paid for goods for all purposes, from whomsoever purchased.

4. It is customary with the High Court of the Order to make a yearly assessment upon members, in order to grant relief upon petitions presented to the High Court on behalf of distressed members, and the amount collected by the Courts for this purpose, and paid over, is entered here: Levies to High Court Relief Fund. But thus far the Subsidiary High Court has not adopted this measure; therefore, until it does, the answer should be given, thus — — —.

5. Here should be inserted the amount paid for Subsidiary High Court per capita tax, setting it forth fully, also other payments not specifically mentioned in the column (such as law expenses, insurance, etc).

15. Total management expenses. When the total is entered add thereto, first (see next question).

23. Salary of Physician (unless there is a separate fund therefor, such as "Medical Fund,") then add

16. The total worth of the fund at the end of the year, viz.: December 31st, which is the balance on hand at that time; then give the total of the whole of the foregoing on the expenditure side, which should agree with the total given on the "receipts" side.

(NOTE: The side numbers herein given to the questions asked and explained correspond with the numbers given to the same questions asked in the return sheet.)

#### BENEVOLENT FUND.

The several suggestions offered in respect to the Sick and Funeral and Management Fund, will enable the Secretary to comprehend the particulars required for this fund; as repetition would serve no purpose, we refer the Secretary to those suggestions.

#### MEDICAL AID FUND.

If any Court has a distinct fund under the above heading of receipts, contributions of its members, and of the disbursements therein made, the several items should be entered in the return (reference in that case, to previous suggestions, will assist the Secretary), otherwise a dash (—) or + will be used to fill the blank spaces.

#### WIDOWS' AND ORPHANS' FUND.

This fund is not established in the United States. We have the Endowment Fund, which takes its place,

but as this is a different matter than what the return calls for. Mark the blank space thus: “-|-.”

BALANCE SHEET.

The questions to be answered under this heading being very simple, we deem directions or suggestions wholly unnecessary.

This return sheet when filled up, must be verified by the signatures of the C. R. and Secretary. The C. R. should, before signing, examine it, compare it with the books, and satisfy himself in respect to its accuracy.

## SUBSIDIARY HIGH COURT COMMITTEES, AND THEIR DUTIES.

### COMMITTEES ON CREDENTIALS AND RETURNS.

It is customary for the S. H. C. R. to appoint this committee (consisting of three delegates, the same number as appointed upon all the committees under this heading. Art. V, § 2.) previous to the opening of the Subsidiary High Court, and at its place of meeting.

The duty of this committee is to receive from the S. H. C. R. as soon as the time has expired for the receipt of credentials, viz.: Twelve o'clock, noon, on the first day of meeting, the credentials presented, and *at once* proceed to the examination thereof, approving the same, if found to be correct; prepare a list of such credentials, giving the name and number (in numerical order) of each Court from which delegates have handed in credentials, with the name and title of each delegate opposite and in line with the name and number of the Court whereof he is delegate.

Also stating whether the delegate has written authorization, duly signed and sealed, from one or more Courts other than his own, entitling him as a complimentary representative of such other Court or Courts, giving their name and number.

Representation of a Court by a delegate from another Court does not entitle the delegate to a vote for the Court for which he only acts as representative.

The purpose of representation being to express the views of the Court for which he acts as representative, during his participation in the debates as the delegate from his own Court.

It must be remembered, however, that the delegate of one Court also acting as representative of another Court, is only entitled to the same privileges and vote as delegates from other Courts, who do not act as complimentary representatives, and they are not allowed to speak longer or oftener than other delegates.

If any of the credentials be found to be incorrect, the committee will report for the action of the Subsidiary High Court.

Having concluded their labors, the committee will sign and deliver their report forthwith to the S. H. C. R. to be read by the Permanent Secretary.

#### COMMITTEE ON LAWS AND SUPERVISION.

This committee is appointed, and the chairman named by the S. H. C. R., ten days previous to the assembling of the Subsidiary High Court meeting. The chairman to be immediately notified of the names and addresses of the committee, and he shall at once notify his colleagues of the time and place of meeting of the committee, which must be held three days previous to the Subsidiary High Court assembling, and the place of meeting to be in the vicinity of the Subsidiary High Court.

The committee to be supplied by the Executive Council with the manuscripts offering amendments to the General Laws, also with copies of the July quarterly report, and General Laws required by the committee.

The committee will hold secret sessions, and consider the proposed amendments in the order given in the quarterly report; they will approve, amend, reconstruct or reject any and all of the proposed additions, alterations, amendments, recommendations and suggestions contained in the quarterly report, and also make such further recommendations as in their judgment may be conducive to the interest and advantage of the Order.

They will prepare and present their report in writing to the Subsidiary High Court meeting, to be read by the chairman of the committee.

The report should be made in sections, numbered consecutively (1, 2, 3, etc.), referring to each proposed amendment, addition, etc., separately followed by their recommendation thereon. The numbers will enable the Secretary of the Subsidiary High Court meeting to clearly note the action of the meeting in reference to each section.

#### COMMITTEE ON FINANCE.

This committee will examine the Auditors' reports, see that they have been properly prepared, and make a summary of the Subsidiary High Court receipts and expenses; give a statement of the financial condition of



the Subsidiary High Court; certify as to the manner in which the books and accounts have been kept. They will recommend the amount of the per capita tax for the ensuing year. They will also report in reference to the judicious expenditures of the funds, and upon other matters relating to the finances, which in their judgment should be acted upon.

#### COMMITTEE ON WRITTEN WORK.

This committee will consider and report upon all matters offered or suggested in reference to the written work of the Order, which may be referred to them by the Subsidiary High Court meeting; suggesting and recommending any alteration which they may deem desirable.

#### COMMITTEE ON UNWRITTEN WORK.

The duty of this committee is to report upon all matters offered or suggested in reference to the *unwritten* work of the Order which may be referred to them by the Subsidiary High Court, suggesting and recommending any alteration which they may deem necessary.

#### COMMITTEE ON PRINTING.

This committee will verify, approve or disapprove of the estimates furnished and amounts paid for the printing done and required by the Executive Council and Subsidiary High Court.

## COMMITTEE ON STATE OF THE ORDER.

This committee will prepare and present a statement, showing the number of Courts, Districts and members in good standing, the number of new Courts opened, number of Courts, Districts and members suspended, precluded, expelled, reinstated and amalgamated. The statement also to show the increase or decrease of membership. They will likewise make any recommendations deemed advisable for the advancement and increase of the Order.

## COMMITTEE ON MILEAGE AND PER DIEM.

This committee will recommend the sum per mile and per day to be paid the three members of the Executive Council, and Permanent Secretary for traveling to and from the Subsidiary High Court meeting, and for their attendance during the meeting, and also the compensation per day, to be paid to the Committee on Laws and Supervision, giving the total amount required for the above purposes.

## SPECIAL COMMITTEES.

*Committee on Goods and Effects.* The duty of this committee is to prepare and present an inventory of the goods and effects of the Subsidiary High Court, with the cost and selling values thereof, counting and examining each article.

The committee will also take the preceding annual inventory, add thereto the purchases made since the

last Subsidiary High Court meeting, and then deduct the articles sold or disposed of; the balance should agree with the inventory to be presented to the Subsidiary High Court meeting.

A separate statement of any errors or deficiencies should also be presented.

The committee will make any recommendations they deem advisable, in reference to the purchase, sale, price and disposition of goods.

*Committee on Nominations.* This committee will enquire into the eligibility and qualifications of the nominees for the ensuing Subsidiary High Court officers, Auditors and Trustees.

It is customary for the S. H. C. R. to appoint these committees (excepting the two first named) immediately after opening of the Subsidiary High Court, and the acceptance of the credentials.

The committees should perform their labors during the recess in the sessions of the meeting, and in the evenings, so as to enable the delegates upon the committees to participate in, and vote during the meeting.

It is, however, customary, after the appointment of these committees, for the Subsidiary High Court to adjourn until the following morning, to enable the committees to prepare and complete their reports.

It is desirable that a list containing the names of each committee, with the time and place of meeting be prepared and placed in the Subsidiary High Court meeting room.

## BOOKS AND ACCOUNTS.

The following system of accounts we consider are simple and easily understood:

To those unfamiliar with keeping books, the system as shown in its entirety may, at a glance, appear to require considerable study; but upon a closer examination we believe it will be found, as we have said, simple and readily understood.

Examples are given of every entry that a Secretary will most likely have to make, and includes such entries as are apt to create a doubt as to how they should be entered in the books of a Court.

Many of the items a Secretary will be seldom required to make; but when the occasion does arise, he has only to refer to the guide or example that is given.

We are confident that the plan we have given will prove a source of pleasure to any member who acts as Secretary of a Court, by reason of its easy accomplishment and the satisfaction that ensues and arises from a knowledge that a person has performed a service thoroughly and complete.

The best procedure for any one examining these accounts is to select any entry, or begin with the first entry and assume that the same transaction occurs in their own Court, and then follow the further use or entry of the same item that is made in the other books.

## BOOKS REQUIRED.

1, Minute book; 2, Assistant Secretary's cash book or blotter; 3, Secretary's cash book; 4, Ledger; 5, Treasurer's warrant book; 6, Secretary's warrant book; 7, Member's roll book; 8, Proposition book; 9, Endowment ledger; 10, Audit book.

The outward size of all the books, in length and breadth, should be uniform to facilitate the handling of them and to make a compact form. The size and form of each book is given hereafter.

The Secretary should be particular in giving dates in all his books, and see that the year in which the dates occur is given above the dates as shown in the examples.

## MINUTE BOOK.

The minute book should have a ruled margin on left side, as shown below,\* for reference notes. Second. A blank line should intervene or separate each distinct minute or proposition recorded. Third. Each audit report should be copied in the minute book under the date of the meeting at which it was read, unless a separate blank book is kept for recording all the audit accounts as they are regularly made.

Either one of these two propositions should be carried out without fail, as it affords an easy reference, and it obviates the possibility of loss or of the audit account being misplaced at a time when the audit report is needed.

## FORM OF RECORDING MINUTES.

New York, Jan. 1, 1880.

The 100th regular meeting of Court Robin Hood, No. 10,000, was held on the above date, at its rooms, No. 200 Main Street.

*Officers Present.*

Wm. Williams, C. R., presiding,  
John Johnstone, acting S. C. R.,  
Thomas Thomas, Treasurer,  
Andrew Andrews, Secretary.

The Woodwards, Beadles, Trustees and Physician to follow in consecutive order in the same form of entry as given for four first officers.

*Officers Absent.*

John Smith, S. C. R.

**Fined for absence.**

The C. R. directed that Brother J. Smith be fined twenty-five cents for absence without excuse.

\*Minutes of regular  
and special meet-  
ings confirmed.

The minutes of the previous regular and special meetings held December 15th and 22nd were read and confirmed.

*Visitors.*

Brother Thos. Brown, D. C. R., and Brother J. Williams, District Secretary being present, the C. R. invited them to seats on the dias.

*Sick and Distressed.*

The Woodwards reported having visited Brother S. James on four occasions since last meeting, and that he was improving in health. The C. R. and S. C. R. also reported having visited Brother James.

(If no sickness or distress is reported, the Secretary will simply note under the above heading "none reported.")

*Communications.*

Notice of endowment assessment, No. 100.

A communication from the Executive Council was read, notifying the Court of the death of Brother W. Henry of Court Concord, No. 5,500, of New Orleans, La. Date of death, December 20th, 1879; cause, pneumonia; No. of certificate 4,000; No. of assessment 100. The Secretary stated the notice was received on December 23rd, and the members of the Court belonging to the Endowment Fund were notified on the 24th of the assessments due. The C. R. ordered the communication received and placed on file.

Notice of District to pay quarterly dues.

A communication from the District notifying the Court to pay January quarterly dues on January 25th, at the residence of the District Secretary, between 8 and 10 o'clock P. M.

The communication was ordered on file, and the Secretary requested to draw warrant for amount of dues, and the Treasurer ordered to pay the same.

From Court Good Intent.

A request from Court Good Intent, No. 6,000, was read, asking permission to initiate John Slocum a precluded member of this Court. The C. R. ordered the communication to be received and laid over until new business.

From Court Little John.

A communication from Court Little John, No. 9,000, New York City was read, notifying this Court of the acceptance of the clearance granted to Brother S. Thompson.

Report of committee on Mr. Jones.

### *Reports of Committees on Candidates.*

Brothers (giving names), Committee of Investigation on Application of Edward Jones for membership reported favorably.

M. and S. That the report be received, candidate balloted for, and committee discharged. Carried.

Mr. Jones balloted for and elected to membership.

### *Balloting for Candidates.*

The medical certificate for Mr. Jones being present and approving him physically, he was thereupon balloted for. The ballot being clear, he was declared duly elected to membership in this Court and Order.

Initiation of Mr. Edward Jones.

### *Initiation of Candidates.*

Mr. Edward Jones being in attendance to become a member of this Court, was duly initiated as a benefit member.

Proposition of Jas. Simpson.

### *Proposition of Candidates.*

Brothers W. Williams and Henry Smith proposed Mr. James Simpson for membership. The proposition fee and form being received and signed, a vote was taken to receive the same, and being favorable, Brothers H. Brown, J. S. Johnson and W. Henry were appointed as Committee of Investigation.

Committee on Jas. Simpson.

### *Roll Call of Officers Absent from Previous Meeting.*

Fine remitted.

Brother H. Lamb, S. B., stated that he was unable to be present at the previous meeting of the Court on account of sudden and serious illness in his family. The C. R. declared the



excuse satisfactory and ordered the fine of twenty-five cents imposed December 15th remitted.

*New Business.*

It was M. and S., and adopted that the Court send a delegate to the Subsidiary High Court meeting, to be held in New York city, in August next.

Brothers H. Wilson, J. Brown and W. Smith were nominated as delegates. The ballot resulted as follows: H. Wilson, 40; J. Brown, 30; W. Smith, 20. Brother Wilson was declared elected as delegate.

Upon motion, it was resolved that Art. X, § X of the Court By-Laws be amended as follows: The Treasurer shall, at every meeting, give a statement of the total income he has received, and the expenses defrayed since the previous meeting, announcing the balance he holds in hand.

The amendment was ordered to lay over until next meeting for a second reading.

*Receipts of the Evening.*

(For names of persons and amounts paid, see cash book.)

Endowment dues,	\$4.00
Court dues,	19.50
Bank interest,	10.00
Sundries,	67.75

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\$101.25

*Expenses.*

Endowment fund account,	\$13.00
Sundries,        -        -        -	40.00

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\$53.00

Election of delegate to Subsidiary High Court.

Amendment to Court By-Laws.

(The above *summary* of amounts are easily selected from the cash book. The *items* as they appear in the cash book should also be read to the Court.)

The Treasurer reported fifty dollars in hand previous to this evening's receipts.

The Court closed in peace and harmony at o'clock P. M.

Respectfully submitted,

ANDREW ANDREWS,

Attested:

Secretary.

WM. WILLIAMS, C. R.

#### OTHER ENTRIES IN MINUTE BOOK.

The Secretary should reserve pages at the end of the minute book for the following entries: Suspended members, precluded members, expelled members, clearance members admitted, members granted clearances, reinstated members, members died, members' wives died.

The Secretary will use his own judgment as to how many pages he will reserve for each of the above headings. For instance, say three pages for the suspended members, two pages for precluded members, one page each for expelled members, clearance members admitted, members granted clearances, etc.

In entering members' names under the various headings above mentioned, the date of the month and the year should always be given. Under the heading

"expelled members," besides giving the date, the cause of expulsion should be stated after the name is written. Under the heading "clearance members admitted," in addition to the date of acceptance and members' name the entry should state the name, number and location of the Court granting the clearance that has been accepted. One, two or three lines should be used, if necessary, to include this information. Under the heading "members granted clearances," a blank line should be left after each entry for noting the name, number and location of the Court accepting the same and the date accepted. The entries under the various headings are to be made by the Secretary when he is writing up the minutes of each Court meeting. The minutes in recording the business of the court will contain some reference to the entries that will have to be made under the headings mentioned; and when they do, the Secretary should at once make the required entry under the proper heading. Example from minute book:

A communication from Court Little John, No. 9,000, New York City, N. Y., was read, notifying this Court of the acceptance of the clearance granted Brother S. Thompson.

The above minute furnishes the Secretary the necessary information to be entered under the heading, "members granted clearances," and in the blank line that was reserved after the entry of Brother Thompson's name, at the time he was granted his clearance.

The value of the entries under these various headings is, that they furnish a summary of important transactions of the Court, and which at the end of the year will give the necessary information required for the directory of the Order, besides furnishing a ready reference for the Secretary or the Court in case any information is required, such as is given under the headings, and which is very often called for.

On the first front fly leaf of the minute book an index should be made, referring to the entry of these headings, and giving the page on which they are entered, as follows:

Suspended members,	page	300
Precluded	"	304
Expelled	"	305
Amendments to By-Laws,		306

The entries under the headings will be made thus:

*Suspended Members.*

1879.

Jan. 3.—H. Carrington,

April 5.—J. Bingham,

July 2.—H. Forney,

Oct. 4.—W. Slatington.

*Precluded Members.*

1879.

July 2.—H. Carrington,

Oct. 4.—J. Bingham.

*Expelled Members.*

1879.

April 5.—S. Trow, for misconduct, see minute book, April 5, 1879.

*Clearance Members Admitted.*

1879.

July 2.—J. Sampson, Court Maid Marion, No. 8000, Glasgow, Scotland.

*Members Granted Clearance.*

1879.

Jan. 3.—S. Thompson.

Accepted March 10, 1879, by Court Little John, No. 9,000, New York City, N. Y.

*Members Died.*

1879.

Dec. 4.—J. Harrison, aged 40 years.

By the above entries it will be readily seen that during the year there were four members suspended, two precluded, one expelled, one clearance accepted, one clearance granted and one member died.

When a Secretary is writing up his minutes, he should *always* have this thought in mind, or, in other words, ask himself, "is there anything in the minutes that I have got to enter or record elsewhere?"

The minutes may contain the notice of the death of a member of the Court; if so, he will make an entry of it under the heading "members died;" or a clearance may have been granted; if so, he will enter it under the heading "clearances granted;" or a member may have been fined; if so, he will charge the member the amount in the member's ledger account; or if a fine has been remitted, he will credit the amount in the member's ledger account.

When the minutes are finished, the Secretary should make a memorandum in duplicate, same as the following one, for the use of the C. R., and one for his own use to avoid delay and oversight in transacting the business of the Court.

MEMORANDUM.

*Committees on Candidates.*

(Give name of candidates and the names of the committees.)

*Other Committees.*

Audit Committee (give names),  
Committee on Rent of hall (give names),  
Committee on Entertainment (give names).

*Unfinished Business.*

Amendment to Art. X, § 1, By-Laws.

*New Business.*

Read list of members to be suspended.  
Arbitration Committee to be appointed.

(Also, under this heading, insert any new business that will be brought up for the consideration of the Court, and of which the Secretary may have been advised since the last meeting.)

These memorandums will serve to aid the C. R. and Secretary in supervising or looking after the interests of the Court between the meetings.

CASH BOOK.

This book should contain on the left or Dr. (debit) side, all the receipts, and on the right or Cr. (credit)

side, all the disbursements; insert headings, "cash receipts," and "cash expenditures." In cases where members' dues are donated from the Benevolent Fund, a Treasurer's warrant should be drawn for the amount, and by him paid to the Secretary for the member,—the Secretary crediting in the cash receipts the amount he receives for the member, and charging the Benevolent Fund in expenditure account the amount donated as per warrant drawn. The purpose of this is to have the cash show the disbursement for benevolence, and the amount to appear in the Benevolent Fund in the ledger, when it is posted or transferred from the cash book.

The Treasurer's warrant is suggested to be drawn, for the reason *that every expense of the Court should appear* in the Treasurer's warrant book, as these warrants or the stubs will serve as a sure record for the Secretary, of the expenses to be entered in the cash book.

The expenditure entries could be made from the stubs of the warrant book, when the Secretary arrives home, using his earliest convenience to do so.

#### CASH RECEIPT ENTRIES.

The cash receipts, however, should be entered *at the moment* they are received, and no receipts should be given until the name and amount *is first entered in the cash book*, and the receipts *should be copied from the entry in the cash book*.

It does not matter how good or indifferent the handwriting may be in the cash entries, provided they can be read; *the most important* consideration is to have the entry made *at once*, and completed.

When the Secretary is paid moneys in the intervals between meetings he *should follow the same procedure*, and should *enter the date when he receives the money*, no matter what the date is. This mode of payment, however, should not be encouraged.

The amounts received between Court meetings, could be added and divided among the funds, and the total carried out into the total column, on the day of, and before the Secretary attends Court meeting, or they could be added up with the amounts received at the following meeting, and be divided, altogether and at once. (See example cash book, March 1, 2, 3, 4.)

#### FIRST COLUMN OF CASH BOOK—ENDOWMENT DUES.

The first column in the *cash receipts* should contain, to begin with, the total amount in this fund when the book is first opened, and afterwards contain the total amount or balance in the fund *at the beginning of each quarter*.

All moneys received for Endowment dues, are also entered in the first column of the cash book.

#### SECOND COLUMN OF CASH BOOK—COURT DUES, ETC.

All other moneys received should be entered in the *second column* of cash book, *except any amounts that*,



for special reasons, are to be placed wholly to the credit of *any* ONE fund; such as a proposition fee, if given wholly to Management Fund, or when a donation is made to the Benevolent Fund. In such cases, the amount is to be carried out *direct* to the *third column*.

When the amount received at each meeting that is entered in the second column, is added up, the *total* should be carried into the third column. (See cash book, January 1st, \$29.50.) This amount is then divided into the different funds, and should be divided by a percentage rule (see rule given), the percentage to be credited to each fund being determined by the By-Laws of the Court. The amounts divided should first appear in the cash book, and are afterward transferred to the fund they belong to, in the ledger. The Secretary should first ascertain on a memorandum paper, how much is to go to each fund, and prove it (same as shown in cash book), before he enters it on the cash book.

#### THIRD COLUMN OF CASH BOOK—TOTALS AND SUNDRIES.

The third column in the cash receipts should contain, to begin with, the amount on hand when the book is first opened, and afterwards, contain the amount on hand at the beginning of each quarter. It should also contain the *total* amount of Court dues received at each meeting, after they have been added up in the *second* column. (See example.) It should likewise contain

any amounts that are *especially and wholly* to go to the credit of *any one of the funds*. (See cash book January 1st, items: \$1, \$16.75, \$50, which are afterwards transferred to the funds they belong, in the ledger.)

By following the above rules, which are very simple and concise, it will be observed, as shown in the examples:

*First:*—That the first column (Endowment dues, etc.) contains the amount, or balance on hand to the credit of the Endowment Fund at the beginning of each quarter, and also all the amounts subsequently received for Endowment dues, etc., during the quarter.

*Second:*—The second column (Court dues, etc.) contains all moneys received during the quarter for dues, etc., that *are to be divided* among the funds.

*Third:*—That the third column (totals and sundries) contains, first, the total amount, or balance of Court Funds (*except Endowment Fund*) on hand at the beginning of the quarter; second, it contains the totals (transferred from second to third column) of all moneys entered in the second column, and received during the quarter; third, it contains *all other* sundry items of moneys received during the quarter (always excepting Endowment dues, etc., which are entered and kept exclusively and entirely in the first column, as mentioned above).

## CASH EXPENDITURE ENTRIES.

*First Column.*

The first (Endowment expenditures) column should contain all Endowment Fund expenditures.

*Second Column.*

The second column (all Court expenditures) should contain all expenses of the Court.

When the entries are made, they should state to whom paid, and for what purpose, and up to what date. The entries so made will indicate to what Fund the item is to be posted in the ledger; if there should be a doubt as to what fund it should be charged and posted to, or in other words transferred to, in the Ledger, the Secretary could indicate it by adding to the entry, M. F., or S. and F. F., or B. F., thus: John Thomas, M. D., services three months, to January 1st, 1880—S. and F. F. or M. F., whichever fund pays for the Physician's services.

If one line is not sufficient to make an entry full and complete, the Secretary can use two or more lines; the amount to be carried out opposite the last line used. (See example.)

*Third Column.*

The third column (totals) should contain *the total expenditure of each meeting*, added up in the second column, and transferred, or entered in the third col-

umn at the end of *each meeting*. The total should not be entered in the second column, but should be entered or written, *only once*, and *then* in the *third* column. (The same rule applies to second column in cash receipts.)

At the end of the quarter, when the second and third columns of the cash expenditures are added up, they will balance; or in other words, agree with each other; the second column showing all the *items* paid at each meeting during the quarter, and the *third* column showing the *total* expenditure of *each meeting*, and finally, the total during the quarter (excepting the Endowment account, which is given in the first column).

*At the end of the quarter*, when the total is added in the third column and entered, underneath this entry or total, will have to be entered the amount on hand, meaning the amount in bank and in Treasurer's hands, or wherever it is. (See example.) By adding the amount of the total expenditures with the amount on hand, will give a sum in this third column equal to (or the same as) the total sum at the end of the quarter, *to be found in the third column of the cash receipts, or left hand side of cash book*. This is termed balancing the cash account, or balancing the book.

*The amount on hand* at the end of the quarter, and entered at the end of the total expenditures, *is also to be entered in the third column, on the cash receipts side of the book, at the commencement of the new quarter;*

that is, first it is entered on right hand side of book, and afterwards on left hand side (two entries).

The first, or Endowment Fund columns, are to be balanced in the same way; that is, the first column in the cash *receipts*, shows amount received for Endowment dues, etc., during the quarter, and also the amount on hand (if any) at the beginning of the quarter.

The first column in the cash *expenditures* shows the amount of Endowment expenditures. If receipts at end of quarter, including the balance on hand at the beginning of the quarter, make a total of \$100, and the expenditures were \$90, after the totals were added and entered, the difference between \$100 and \$90, viz.: \$10, would *first* be added to the \$90 expended, to balance the total of \$100 in the first column in the cash receipts, and should immediately be entered again, but this time in the first column in cash receipts, at the commencement of the new quarter's account. The entry in both instances, should read "amount to credit of fund, in hand of Treasurer, \$10," or "amount to credit of fund, in bank, \$10," as the case may be; they should also be entered in red ink.

#### COURT LEDGER ENTRIES.

The ledger should contain principally:

*First*:—An account with each member, including members of other Courts, who pay their dues through a Court to which they do not belong, as sometimes occurs.

*Second:—*An account with each fund.

*Third:—*An account of “propositions” received.

The above are the *necessary* accounts to be kept in the Court ledger.

The members' accounts should be headed with the member's name, date when initiated, if admitted by clearance, state, clearance member (for these *and other* particulars, see roll book). Their entry here in the ledger is suggested for ready reference, and the convenience of the Secretary. The member's address could also be entered here *with lead pencil*, to be erased when address is changed, and new entry made *with pencil*. The Secretary will then have the member's name and address before him, when making out quarterly dues.

The charges and credits to a member can be kept in the form suggested in the example of ledger account herewith given. This form, we think, is the simplest for Secretaries to keep and Auditors to understand, and always shows at any moment, just how a member's account stands. If he owes anything, just how much he does owe.

The Secretary or Court, if so desired, can open the following additional accounts in the ledger, for the purpose of showing a complete *summary*, under each heading, of the dealings and transactions of the Court.

#### GOODS ACCOUNT.

Showing goods bought and sold, and amounts paid and received therefor.

The saleable goods bought should only be entered in this account. Goods that are purchased for presentation should not be entered in this account.

The first entry on the left, or Dr. side should be: Goods on hand per Auditor's statement a (reference to the Auditor's statement will show how many of *each* article there was on hand).

The next or following entries should specify the dates, and how many of each article of goods have been bought, and the cost of same. (See ledger account.)

On the right, or Cr. side, the entries should show the dates, what articles were sold, and the amount received for same. (See ledger account.)

The entries (on the Dr. side) of goods bought, are made direct in the ledger from the bill of goods received, and if no bill is rendered, then the entries are made when the goods are received by the Secretary. These entries are a record or memorandum of the goods received, and the "goods account" is the place to keep the memorandum.

When goods are paid for by the Court, the amount paid is entered in the cash book, *but is not* transferred to the "goods account" in the ledger, but is transferred either to Subsidiary High Court or District account in the ledger, whichever it is paid to. Another reason why the amount is not transferred to the goods account is, that sometimes only a part of a bill of goods is paid, and perhaps a week or two after they have been

received. This would prevent the goods account showing all the goods received and might confuse one audit term account with another.

#### DISTRICT COURT ACCOUNT.

On the left, or Dr. side of this account, all amounts paid to the District are entered, being transferred from the entries in the cash book. The items should specify the date and amount, and what paid for. On this Dr. side, the District should also be charged for any funeral benefits due the Court, such entries being made direct in this ledger account, unless it is customary for the Court to advance the funeral allowance and afterwards collect it from the District. In this case, the amount would appear in the cash as paid, and should be posted from the cash account to District account in the Ledger. (See example.) When the District repays the amount, it is entered in the cash receipts and afterwards is transferred to the right, or Cr. side of the District Court account, and balances the charge that has been previously entered on the left or Dr. side.

The right, or Cr. side of the District account is to be credited by direct entry by the Secretary, with amount payable for dues or assessments, and is also to be so credited for goods received. These entries are necessary to balance the amounts paid to the District for dues and goods, and which has been transferred



from the cash book to the left, or Dr. side, in the District account in the ledger. (See ledger account examples.)

#### SUBSIDIARY HIGH COURT ACCOUNT.

The same rules for District Court account entries applies to the entries for Subsidiary High Court account.

#### DONATIONS.

Showing dates and amounts for benevolence, and to whom paid.

#### SICK BENEFITS PAID.

This account should simply show the dates, to whom paid, number sick days paid for, and the amounts. These entries are transferred from the cash book. (See ledger examples.) This account will furnish an easy reference for items and amounts, in making returns for the directory.

#### THE FUND ACCOUNTS.

The entries in the fund accounts in the ledger, *are all transferred from the cash book.* The form adopted is to credit each fund with the amounts received, and to debit them with the amounts paid out. This form is best understood by a majority of Secretaries and Auditors, and for that reason it is used.

#### ACCOUNTS WITH OTHER COURTS.

When the dues of a member of another Court are received and his sick benefits paid, an account should

be opened in the ledger with his Court; the heading giving the name, number, location of the Court, and Secretary's address. The amounts received as dues from the member is to be credited to his account in the ledger (which should be kept same as the account of a regular member of the Court), and is also to be credited to the account of his Court in the ledger, because it has to be remitted to his Court, and when they are remitted, then the amount is to be charged to the account of the Court that receives it. If sick benefits are paid to the member, then the amount is to be charged to his Court, and when they refund the amount, their account is to be credited. These entries will first appear in the cash account, and are afterwards transferred to the ledger. (See other accounts mentioned under heading "minute book.")

It will be remembered that the items of the above accounts *will all* be found under the headings of the different funds. For example, the sick benefits paid will be found under the head of "Sick and Funeral Fund;" but they will be among the amounts paid for funeral allowances, and for Physician, Apothecary, etc., whereas, if the account, "sick benefits paid" is kept, the Secretary and Court can readily tell at the end of the year, how much has been paid for "sick benefits," or at the end of five years, by reference to this account it would be an easy matter to tell how much had been paid by the Court for "sick benefits," instead of having

to select the items out of the Sick and Funeral Fund account from among various other items, for five years back.

All receipts divided among the funds go to the *credit* (right hand side) of the funds, and expenditures are *debited* to the fund (left hand side).

Most all the entries to be made in the ledger will be found in the cash book, and are transferred from the cash book to the ledger, except when members are charged for dues or assessments; then the first and only entry *need be* to the member's account in the ledger. Another exception is when a fine is imposed on a member, it appears in the Secretary's minutes, and thus gives him the information to charge the amount to the member's ledger account. Also when the Subsidiary High Court issues notice for payment of per capita tax, the minutes will furnish the Secretary the information of the amount to charge to each member in his ledger account.

It will be borne in mind that the suggestions herein made in reference to keeping Court accounts, and the system of forms recommended and explanations given, are intended particularly for those who are unaccustomed to keeping books; *i e*, they are put in such shape that they will be most easily and best understood by any person unused to keeping accounts; at the same time a complete system is given, which can be followed and adopted by a trained accountant.

Cash page 1

## CASH RECEIPTS.

1880.		Aud'r Ch'ck	Sec'y Ch'ck	End't dues, etc.	Court dues, etc.	Sund's and totals.
Jan. 1	Amount on hand—					
	In bank, \$100.00.					
	In Treasurer's hands					
	\$50.00.....	✓✓		10 00	.....	140 00
" 1	W. Williams.....	✓✓	✓✓	1 00	2 25	
" 1	J. Jones.....	✓✓	✓✓	1 00	2 25	
" 1	J. Johnston.....	✓	✓	.....	2 25	
" 1	A. Andrews.....	✓	✓	.....	2 25	
" 1	E. Jones, bal int. fee..	✓	✓	.....	6 00	
" 1	T. Thomas.....	✓✓	✓✓	1 00	2 25	
" 1	J. Simpson, prop. fee,					
	M. F. acc't.....	✓✓	✓✓	.....	.....	1 00
" 1	Donation to B. F. by					
	Ct. R. H. Asss'n, pro-					
	ceeds of entertainment	✓	✓	.....	.....	16 75
" 1	J. Smith.....	✓✓	✓✓	1 00	2 25	
" 1	Funeral allowance from					
	District ac't Bro. J. Har-					
	rison, S and F. F. acc't	✓✓	✓✓	.....	.....	50 00
" 1	Bank interest.....			.....	10 00	
	Total Ct. dues, (2d col.).	✓✓✓	✓✓✓	.....	.....	29 50
	10 per ct. B. F..... \$2.95					
	40 per ct. M. F..... 11.80					
	50 per ct. S. & F. F. 14.75					
	\$29.50					
	Endowment dues, \$4.00.					
Feb. 1	W Hendrickson, dues					
	and per capita tax....	✓✓	✓✓	.....	2 25	25
" 1	J. Thomas, dues and					
	per capita tax.....	✓✓✓	✓✓✓	1 10	1 00	25
" 1	Two members Colored					
	cert. M. F. acc't.....	✓✓	✓✓	.....	.....	1 50
	Total Ct. dues, (2d col.).	✓✓✓	✓✓✓	.....	.....	3 25
	10 per ct. B. F..... \$0.33					
	40 per ct. M. F..... 1.30					
	50 per ct. S. & F. F. 1.62					
	\$3.25					
	Endowm't dues, \$1.10.					
Mch. 1	Court Little John, No.					
	9,000, refu'd sick pay	✓✓	✓✓	.....	.....	5 00
" 2	J. Brown.....	✓	✓	.....	2 25	
" 3	W. Thompson.....	✓	✓	.....	1 00	
	Amounts carried for-					
	ward.....	✓✓✓	✓✓✓	\$15 10	\$3 25	\$247 50
Totals						

## CASH EXPENDITURES.

Cash page 2

1880.		And'r Ch'ck	Sec'y Ch'ck	End't Exp's etc.	Court Exp's etc.	Totals
Jan. 1	J. Smith, funeral allow. acc't wife's death, acc't Dist. and S. and F. F. acc't.....	✓✓	✓✓	.....	25 00	
" 1	J. Timothy, 3 m'th rent to April 1.....	✓	✓	.....	15 00	
" 1	J. Sloan, H. Ct. Treas. End't dues.....	✓	✓	10 00		
" 1	Printing notices \$2; post- age, \$1; Endowm't F. acc't.....	✓	✓	3 00		
	Total Ct. expenses (2d col.).....			.....	.....	40 00
Feb. 1	Dr. J. Thomas services to Jan. 1, S. and F. F. acc't.....	✓	✓	.....	10 00	
" 1	S. James, two weeks' sick allow to Jan. 10. ....	✓	✓	.....	10 00	
" 1	T. Stanley, one week's sick allow. acc't Court Little John, No 9,000, M. F. acc't.....	✓✓	✓✓	.....	5 00	
" 1	The Standard District Court, H Ct. per cap- ita tax, \$10.00: goods, \$5; Dist. dues, \$10.00; (Jan. 25) M. F. acc't..			.....	25 00	
	Total Ct. expenses, Feb. 1, (2d col.)....	✓✓✓	✓✓✓	.....	.....	50 00
Totals	Amounts carried for- ward .....	✓✓	✓✓	\$13 00	.....	\$90 00

## CASH RECEIPTS—Continued.

1880.		And'r Ch'ck	Sec'y Ch'ck	End't dues, etc.	Court dues, etc.	Sund's and totals.
Mch. 3	Amounts brought forward.....	✓✓✓	✓✓✓	15 10	3 25	247 50
" 4	Chas. Farmer. ....	✓	✓	.....	50	
" 4	W. Harmans.....	✓	✓	.....	2 25	
" 4	S. James.....	✓	✓	.....	2 25	
" 4	T. Stanley, dues for Court Little John, No. 9,000, M. F. acc't.	✓✓✓	✓✓✓	.....		2 25
	Total Ct. dues rec'd, 2d col.).....	✓✓✓	✓✓✓	.....		8 25
	10 per ct. B. F.... \$0.83					
	40 per ct. M. F.... 3.30					
	50 per ct. S. & F. F. 4.12					
	\$8.25					
" 18	J. Hunt, dues donated.	✓	✓	.....	2 25	
" 18	S. Sampson.....	✓	✓	.....	2 25	
" 18	One members Colored cert., M. F. acct.....	✓✓	✓✓	.....		75
" 18	One members emblem sash, M. F. acct.....	✓✓	✓✓	.....		6 00
" 18	E. Jones.....	✓	✓	.....	2 25	
" 18	W. Williams.....	✓	✓	.....	2 25	
" 18	A. Andrews.....	✓	✓	.....	2 25	
" 18	J. Smith, dues, fines, M. F. acct.....	✓✓	✓✓	.....	2 25	25
" 18	T. Thomas.....	✓	✓	.....	2 25	
" 18	W. Hendrickson.....	✓	✓	.....	2 25	
" 18	J. Thomas.....	✓	✓	.....	3 50	
	Total Ct. dues, etc., rec'd, (2d col.) . ....	✓✓✓	✓✓✓	.....		21 50
	10 per ct. B. F.... \$2 15					
	40 per ct. M. F.... 8.60					
	50 per ct. S. & F. F. 10.75	✓✓	✓✓	15 10		286 50
	\$21.50					
" 18	Balance on hand— In bank, \$150.00. In Treasurer's hand \$44.10 .....			\$2 10		\$192 00

## CASH EXPENDITURES—Continued.

Cash page 4

1880.		And'r Ch'ck	Sec'y Ch'ck	End't Exp's etc.	Court Exp's etc.	Totals
Mch. 3	Amounts brought forward.....	✓✓	✓✓	13 00	.....	90 00
" 18	J. Hunt, donation for dues, B. F. acc.....	✓	✓	.....	2 25	
" 18	Court Little John, No. 9,000, acc't dues paid by T. Stanley, M. F. acct.....	✓✓	✓✓	.....	2 25	
	Total Ct. expen's March 18, (2d col.).....	✓✓	✓✓	.....	.....	4 50
	Total expenses during quarter.....	✓✓	✓✓	13 00	.....	94 50
" 18	Balance on hand— In bank, \$150.00. In Treasurer's hands, \$44.10.....	✓✓	✓✓	2 10	.....	192 00
				<u>15 10</u>		<u>286 50</u>

[Ledger page 1.]

W. WILLIAMS, initiated July 10, 1875, aged 25, 110 9th Street.

1879.			
Dec. 15	To Dues.. .. .		2 25
1880.			
Jan. 1	By Cash.. .. .	✓	2 25
Mch. 18	To Dues.. .. .	✓	2 25
" 18	By Cash.. .. .	✓	2 25

[Ledger Page 2.]

J. JONES, initiated Oct. 5, 1879, aged 30, 200 8th Avenue.

1879.			
Dec. 15	To Dues.. .. .		2 25
1880.			
Jan. 1	By Cash.. .. .	✓	2 25

[Ledger page 3.]

J. JOHNSTON, initiated Dec. 5, 1870, aged 20, 350 15th Street.

1879.			
Dec. 15	To Dues.. .. .		2 25
1880.			
Jan. 1	By Cash.. .. .	✓	2 25

[Ledger page 4.]

A. ANDREWS, initiated April 22, 1876, aged 35.

1879.			
Dec. 15	To Dues.. .. .		2 25
1880.			
Jan. 1	By Cash.. .. .	✓	2 25
Mch. 18	To Dues.. .. .	✓	2 25
" 18	By Cash.. .. .	✓	2 25



[Ledger page 5.]

J. THOMAS.

1879.			
Dec. 15	To Dues.....		2 25
1880.			
Jan. 1	By Cash.....	✓	2 25
Mch. 18	To Dues.....	✓	2 25
" 18	By Cash.....	✓	2 25

[Ledger page 6.]

JAS. SMITH.

1879.			
Dec. 15	To Dues.....		2 25
1880.			
Jan. 1	To Fine.....	✓	25
		✓	2 50
Jan. 1	By Cash .....	✓	2 25
		✓	25
Mch. 18	To Dues.....	✓	2 25
		✓	2 50
" 18	By Cash.....	✓	2 50

[Ledger page 7.]

W. HENDRICKSON

1879.			
Dec. 15	To Dues.....		2 25
Jan. 15	To per Cap. Tax.....	✓	25
			2 50
Feb. 1	By Cash.....	✓	2 50
Mch. 18	To Dues.....	✓	2 25
" 18	By Cash.....	✓	2 25

[Ledger page 8.]

JOHN THOMAS.

1879				
Dec. 15	To Dues...			2 25
1880.				
Jan. 15	To per Cap. Tax.....	✓		25
Feb. 1	By Cash.....	✓		2 50
		✓		1 25
Mch. 18	To Dues.....	✓		1 25
		✓		2 25
" 18	By Cash.....	✓		3 50
		✓		3 50

[Ledger page 9.]

J. BROWN.

1880.				
Mch. 2	By Cash.....	✓		2 25
" 18	To Dues.....	✓		2 25

[Ledger page 10.]

W. THOMPSON.

1880.				
Mch. 3	By Cash.....	✓		1 00
" 18	To Dues.....	✓		2 25
	Balance due	✓		1 25

[Ledger page 11.]

CHAS. FARMER.

1880.				
Mch. 4	By Cash.....	✓	50	
" 18	To Dues.....	✓	2 25	
	Balance due	✓	1 75	

[Ledger page 12.]

W. HARMANS.

\*Not entitled to benefit for wife. (See March 18, 1880.)

1880.				
Mch. 4	By Cash.....	✓	2 25	
" 18	To Dues.....	✓	2 25	
† " 18	Entitled to benefit for wife from date.....			

\* † Both these entries should be in red ink.

In the first entry, the memorandum "see March 18, 1880," is made at the time the second entry is made, and is a reference to the second entry, to avoid its being overlooked.

This example shows that when W. Harmans was initiated, his wife was not in "good health," but afterwards, becoming restored, her husband became entitled to benefits on her account. If the wife was a confirmed invalid, then the original entry would remain unrevoked. When a new Ledger account is opened with the member, either on another page or in a new book, this entry should be transferred to the new account.

[Ledger page 13.]

S. JAMES.

1880.				
Mch. 4	By Cash.....	✓	2 25	
" 18	To Dues.....	✓	2 25	

[Ledger page 14.]

T. STANLEY, 400 20th Street; member of Court Little John,  
No. 9,000, N. Y. City.

1880.				
Mch. 4	By Cash.....	✓	2 25	
" 18	To Dues.....	✓	2 25	

[Ledger page 15.]

J. HUNT.

1880.			
Mch. 18	To Dues.....	✓	2 25
" 18	By Cash donated.....	✓	2 25

[Ledger Page 16.]

J. SAMPSON, admitted by clearance, July 2, 1879 from Court  
Maid Marian, No. 8,000, London, England; aged 30 years,  
residence 900 6th Avenue.

1879.			
July 2	To Clearance Fee.....		3 00
" 2	By Cash.....		3 00
Sept. 18	To 5-6 quarters' Dues.....		1 88
" 18	By Cash .....		1 88
Dec. 15	To Dues.....		2 25
" 15	By Cash.....		2 25
1880.			
Mch. 18	To Dues.....	✓	2 25
" 18	By Cash.....	✓	2 25

[Ledger page 17.]

E. JONES, initiated January 1, 1880; aged 28 years, 500 12th St.

1879.			
Dec. 15	To Proposition Fee.....		1 00
" 15	By Cash.....		1 00
1880.			
Jan. 1	To balance Initiation Fee.....	✓	6 00
" 1	By Cash.....	✓	6 00
Mch. 18	To Dues.....	✓	2 25
" 18	By Cash.....	✓	2 25

[Ledger page 18.]

S. TROW, initiated September 20, 1871; aged 22 years.

1878.			
Dec. 20	To Dues.....		2 25
" 20	By Cash.....		2 25
1879.			
Mch. 22	To Dues.....		2 25
	Expelled April 5, 1879, by Arbitration Committee, for misconduct. (See Min- utes.)		

[Ledger page 19.]

H. CARRINGTON, initiated June 18, 1877; aged 30 years, 300  
Main Street.

1878.			
Sept. 24	To Dues.....		2 25
	Notified November 20, 1878.		
Dec. 20	To Dues.....		2 25
	Suspended January 3, 1879.		4 50
1879.			
Mch. 22	To Dues.....		2 25
	Notified May 22, 1879.		
June 25	To Dues.....		2 25
	Precluded July 2, 1879.		9 00

[Ledger page 20]

H. LAMB.

1879.			
Dec. 15	To Dues.....		2 25
" 15	To Fine.....		25
			2 50
" 15	By Cash.....		2 25
			25
1880.			
Jan. 1	By Fine remitted.....	✓	25
Mch. 18	To Dues .....	✓	2 25

[Ledger page 21.]

J. HARRISON, initiated February 10, 1870; aged 25 years,  
60 19th Street.

1879.			
Sept. 18	To Dues.....		2 25
" 18	By Cash.....		2 25
	Died December 4, 1879, aged 34 years.		

[Ledger page 22.]

S. THOMPSON.

1879.			
Sept. 18	To Dues.....		2 25
" 18	By Cash.....		2 25
	Clearance granted October 4, 1879.		

*Management Fund.*

Dr.					Cr.		
1880.							
Jan. 1	J. Timothy, rent....	✓	15 00	1880.	By balance on hand.	✓	56 00
Feb. 1	T. Stanley, Ct. 9,000,			Jan. " 1	" proposition fee...	✓	1 00
" 1	1 week's sick pay..	✓	5 00	" " 1	" cash, dues.....	✓	11 80
	Standard Dist. fee,			Feb. 1	" " per capita		
	per capita tax \$10;				tax .....	✓	50
	goods \$5; dues \$10,	✓	25 00	" " 1	" goods....	✓	1 50
Mh. 18	Ct. 9,000.....	✓	2 25	" " 1	" dues.....	✓	1 30
" 18	Balance in fund...	✓	51 00	Mch. 1	" Ct. 9,000...	✓	5 00
				" " 4	" T. Stanley.	✓	2 25
				" " 4	" dues.....	✓	3 30
				" 18	" goods.....	✓	6 75
				" 18	" fine .....	✓	25
				" 18	" dues.....	✓	8 60
			98 25			✓	98 25
				1880.			
				Mh. 18	Balance on hand....	✓	51 00





*Donations.*

Date.	Name.	Purpose.	Amount.
1880. March 18.....	J. Hunt.....	To pay dues..... Relief.....	2 25 ✓ ✓

*Endowment Fund.*

Dr.	Cr.	
1880. Jan. 1 " 1 Mh. 18	J. Sloan, H. Ct. Tr's Pt'g and postage.... Balance in fund.....	10 00 4 00 1 10 15 10
	1880. Jan. 1 " 1 Feb. 1	By balance on hand. By cash, dues..... " " .....
	1880. Mh. 18	Balance on hand.....
		2 10

*Sick Allowances Paid.*

Date.	Name.	No. days.	Amount.
1880. February 1.....	S. James.....	Fourteen.....	10 00

*The Standard District.*

Dr.

Cr.

1879. Dec. 4	To cash paid for Fun. Allow. Bro. J. Harrison.....	✓	50 00	1880. Jan. 1	By cash.....	✓	50 00
1880. Jan. 1	To cash paid for Fun. Allow. for wife Bro. J. Smith.	✓	25 00	1880. Feb. 1	By H. Ct. per capita tax.....	✓	10 00
Feb. 1	To cash.....	✓	25 00	" 1	By goods.....	✓	5 00
		✓	100 00	" 1	By District dues.....	✓	10 00
		✓	25 00	" 1	By balance.....	✓	25 00
1880. Feb. 1	To balance .....	✓	25 00				100 00

*Court Little John, No. 9,000, New York City.*

Sec'y J. Pendleton, 100 10th St.

Dr.			Cr.		
1880.			1880.		
Feb. 1	To 1 week's sick pay to T. Stanley.....	5 00	By cash refunded ..	✓	5 00
Mh. 18	To cash remitted....	2 25	“ T. Stanley, dues.....	✓	2 25
		<u>7 25</u>			<u>7 25</u>

*Goods, Account.*

1879.			1880.		
Dec. 15	To stock on hand per Auditors inventory		Feb. 1	By cash, 2 col. cert..	1 50
	(cost price).....	5 30	Mh. 18	“ 1 “ ..	75
1880.	To 1 emblem sash....	5 00	“ 18	“ 1 Emb. sash.	6 00
Feb. 1	Profit.....	1 45	“ 18	By stock on hand...	3 50
Mh. 18		<u>11 75</u>			<u>11 75</u>
1880.	To stock on hand per Auditors inventory	3 50			

*Membership Propositions.*

1879. Dec. 15 1880. Jan. 1	E. Jones..... J. Simpson.....	✓ ✓	1 00 1 00	1880. Jan. 1 Mh. 18	Transferred to ledger page 17. Forfeited.
-------------------------------------	----------------------------------	--------	--------------	---------------------------	--

No. of Certif- cate.	NAME.	Assessment No. 100, payable Dec. 24, '79, to Jan. 23, '80. See Minutes Jan. 1, '80.		Assessment No. —, payable. See minutes.		
		Am't due.	Date paid.	Remarks.		
1	W. Williams....	1 00	1880. Jan'y 1			
5	J. Jones.....	1 00	" 1			
6	T. Thomas.....	1 00	" 1			
10	J. Smith.....	1 00	" 1			
12	J. Thomas.....	1 00	" 1	owes 10 cents on assm't No. 99, man. acct. pd. Feb. 1.		



NEW YORK, April 1, 1880.

To the Officers and Members of Court Robin Hood, No. 10,000, A. O. F.

BRETHREN: The undersigned herewith respectfully submit their report for the quarter, ending March 18, 1880. We have carefully examined all the accounts and vouchers, and have compared and verified the cash account with the Secretary's and Treasurer's warrants, and the ledger entries, checking each item in the accounts.

We are pleased to report that our worthy Secretary and Treasurer have kept their accounts in a very satisfactory manner, and their attendance and assistance at the audit meetings greatly facilitated our completing the accompanying report, which, we are glad to say, shows a gratifying increase of the funds during the quarter.

Fraternally yours, in U. B. C,

W. THOMPSON, }  
J. THOMAS, } Auditors.  
J. BROWN.

## AUDITORS REPORT.

Balance Sheet, One Quarter ending March 18, 1880.

## MANAGEMENT FUND.

1880.	CR.	
Jan. 1	Balance on hand.....	\$56 00
	Dues.....	\$25 00
	Fines.....	25
	Prop. fee (1).....	1 00
	Per capita tax.....	50
	Goods.....	8 25
	Court 9,000.....	5 00
	T. Stanley.....	2 25
		<hr/> 42 25

1880.	DR.	
Jan. 1	Rent.....	\$15 00
	Sick allowance to T. Stanley, Ct. 9,000...	5 00
	Per capita tax.....	10 00
	Goods.....	5 00
	District Dues.....	10 00
	Court 9,000.....	2 25
		<hr/> 47 25
	Balance in fund.....	<hr/> \$51 00

## SICK AND FUNERAL FUND.

CR.

1880.

Jan. 1	<i>Balance on hand</i> .....	\$70 00
	Fun. Allow. refunded by District.....	\$50 00
	Dues.....	31 24
		<hr/> 81 24

DR.

\$151 24

1880.

Jan. 1	J. Smith, wife's Fun. Allow.....	\$25 00
	Dr. J. Thomas services.....	10 00
	S. James, 2 weeks' Sick Allow.....	10 00
		<hr/> 45 00

*Balance in fund*..... \$106 24

## BENEVOLENT FUND.

CR.

1880.

Jan. 1	<i>Balance on hand</i> .....	\$14 00
	Donations by Ct. R. H. Asso'n. ....	\$16 75
	Dues.....	6 26
		<hr/> 23 01

DR.

\$37 01

1880.

Jan. 1	Donation to Bro. J. Hunt.....	2 25
--------	-------------------------------	------

*Balance in fund*..... \$34 76

## ENDOWMENT FUND.

CR.

1880.

Jan. 1	<i>Balance on hand</i> .....	\$10 00
	Dues.....	5 10
		<hr/> 15 10

DR

15 10

1880.

Jah. 1	J. Sloan, H. Ct. Treas.....	\$10 00
	Pt'g and postage.....	3 00
		<hr/> 13 00

*Balance in fund*.. \$2 10



SUMMARY OF FUNDS.

Management Fund.....	\$51 00
Sick and Funeral Fund.....	106 24
Benevolent Fund.....	34 76
Endowment Fund.....	2 10
	<hr/>
	\$194 10

INVESTED.

In bank.....	\$150 00
In Treas. hands.....	44 10
	<hr/>
	\$194 10

GOODS, ACCOUNT.

	Mem. plain Cert.	Mem. col. Cert.	Emb. Sash.	Quar. Repts. Oct. '79
1880.				
Jan. 1 On hand.....	10	5	..	3
Purchased during quarter....	..	..	1	..
	<hr/>	<hr/>	<hr/>	<hr/>
	10	5	1	3
Sold during quarter.....	..	3	1	..
	<hr/>	<hr/>	<hr/>	<hr/>
Mch. 18 On hand.....	10	2	..	3

VALUATION.

1880.		
Mch. 18 10 Member plain Cert.. at 25 cents (cost.).....	2 50	
2 " colored Cert., at 50 cents (cost).....	1 00	
3 Quarterly reports, Oct. 1879, unsaleable and so labelled and filed in chest.....	0 00	
	<hr/>	
Total value of goods on hand.....	\$3 50	

CASH ASSETS.

Dues from District..	25 00
Goods, account.....	3 50
	<hr/>
	\$28 50

TOTAL WORTH OF COURT.

Cash in funds.....	194 10
Cash assets.....	28 50
	<hr/>
	\$222 60

## WORKING MATERIAL.

- 1 Dispensation.
- 8 Officers' ribbons.
- 3 Trustees' "
- 1 Chief Ranger's Ritual.
- 1 Sub " "
- 2 Gavels.
- 40 Funeral ribbons.
- 50 Members' sashes.
- 100 Court By-Laws.
  - 1 Court seal.
  - 1 Copygram.
  - 2 Cash books, Nos. 1 and 2.
  - 2 Ledgers, Nos. 1 and 2.
  - 1 Endowment contribution book.
  - 2 Secretary's warrant books, Nos 1 and 2.
  - 2 Treasurer's " " 1 and 2.
  - 1 Insurance policy, No. 2,000, Equitable Co., N. Y. City, \$200.
  - 1 Court Chest.
  - 2 Stags heads.
  - 2 Battle axes.
  - 2 Spears.
  - 2 Horns.
  - 1 Bank book, No. 1,100, Dime Savings Bank.

The Treasurer's warrants should read thus:

No. ....	188	No. ....	188
Paid to.....		Treas'r of Court Robin Hood, No. 10,000, A. O. F.	
Paid for.....		Pay to the order of.....	
		For.....	<i>Chief Ranger.</i>
\$.....		\$.....	<i>Secretary.</i>

The size of the stub should be about  $3 \times 3\frac{1}{2}$  inches, and the size of the warrant  $3 \times 8$  inches. There should be three (3) warrants on a page, and 200 pages, which would give 600 warrants. This form would make the warrant book same as an ordinary bank check book, and three warrants on a page, is a more convenient form than in single bound shape; easier to fill out, and less bulky.

The Secretary's warrants should read thus:

	.....	188
Received from.....		
	.....	
\$.....		
		Treasurer.

The size of each warrant should be  $3 \times 8$  inches, three (3) warrants to a page, and 100 pages would give 300 receipts.

#### NOTES.

The Auditor's and Secretary's checks (✓) in the cash book, indicates that the items have been entered in the ledger accounts and endowment contribution or assessment book. Thus the credit to W. Williams,

January 1st, is checked twice ( $\checkmark\checkmark$ ), showing, 1st, That W. Williams has been credited in the endowment contribution book. 2d, That his Court account in the ledger has been credited. The two checks in the Auditor's check column, shows they have compared the ledger and contribution book with the cash book, and verified the credits given. The credit to J. Thomas, February 1st, shows three checks, indicating, 1st, that \$1.10 has been credited in endowment contribution book. 2d, that \$1.25 has been credited his Court account in ledger. 3d, that the item 25 cents, for per capita tax has been credited in the management fund in the ledger.

---

The ledger account with members is simple addition and subtraction. When charges for dues and fines are entered, a *single* line is drawn underneath, and the amount charged is *added* to whatever is due, and the total is entered under the single line.

When cash is paid, a single line is drawn underneath the entry, and the amount is *subtracted* from the amount that is due.

If the cash paid is equal to the amount charged, and which would leave no balance, then *two* lines are drawn underneath the amount paid, and signifies the account is balanced, and that the member does not owe anything, or in other words, is clear on the books. See W. Williams' account, ledger page 1, which shows

his account balanced January 1, 1880, and W. Thompson's account, ledger page 10, which shows he owed \$1.25 on March 18, 1880. Chas. Farmer's account, ledger page 11, shows he paid 50 cents in *advance*, on account of his dues; in this case, when his dues are charged afterwards, the amount *previously* paid, is *subtracted*, and the account shows he owed a balance of \$1.75 on March 18, 1880.

H. Carrington's account, ledger page 19, the memorandums "notified November 20, 1878," and "notified May 22, 1879," shows that notice was sent him when he was 5 months in arrears, and also when he was 11 months in arrears, as required by general laws, Art. 16, Sec. 14. The account also shows when he was suspended and precluded, and how much he owed at the time he was precluded. His account shows him suspended January 3, 1879, two weeks after he owed six months dues, or in other words, at the next regular meeting of the Court, after the date when he owed his second quarters' dues, for the reason that the member becomes virtually suspended at the close of the meeting, when he owed two quarters' dues, though the C. R. formally announces his suspension at the next regular meeting.

In the ledger accounts with members, we have not in all instances given the date when initiated, age, etc., because enough examples are given to show what is required. In some members' accounts, entries are

made for years 1878-9, to exhibit examples of accounts.

Only two members are charged and credited for per capita tax, though \$10 is charged February 1, 1880, as being paid to the Standard District for per capita tax. The reason the other members are not charged and credited for per capita tax, is, that the cash account would show too much sameness, and would not allow of showing so clearly the entry of other and dissimilar receipts.

Amounts in other instances, have been arbitrarily selected to show examples.

We have assumed that quarterly meetings occur on the second meetings in March, June, September and December, as we consider these meetings should occur at these periods. 1st, Because members are usually better prepared to pay their dues on or after the middle of the month, than on or shortly after the first of the month. 2d, It brings the last quarters' dues and receipts of the year in the last meeting in December, and more properly shows the accounts of the year, than if the quarterly meetings occurred in January, April, July and October. 3d, It enables the Court to be better prepared to make directory, financial sheet and District returns. 4th, It avoids delay and confusion on installation meetings.

There are six meetings during a quarter, and candidates who have been initiated during the quarter, should be charged for dues for as many meetings as

they have been in the Court, commencing from the first meeting after their initiation, and including the following quarterly meeting. Thus: If a candidate is initiated on the third meeting in a quarter, he would be charged for three meetings' dues, or  $\frac{3}{4}$  of the regular quarterly dues. If the dues are \$2.25 per quarter,  $\frac{1}{4}$  would be  $37\frac{1}{2}$  cents, and  $\frac{3}{4}$  would be \$1.12 $\frac{1}{2}$ , say \$1.12, the amount to be charged him. (See example in account of J. Sampson, ledger page 16.)

When the Trustees draw money from the bank and pay the same to the Treasurer, they should take his receipt for the amount at the time he receives the money, and afterwards, say at the next Court meeting, he should give a receipt for the amount in the Secretary's warrant book, among his (the Treasurer's) receipts for cash received at Court meetings. The receipt would read as, "Received from Trustees," and should be marked "duplicate."

#### RULE FOR DIVIDING FUNDS.

Dividing the funds by percentage requires the simple knowledge of multiplication, bearing in mind the following three points:—

1st. Always write the amount to be divided among the funds in full. If there are no cents in the amount to be divided, fill the place with two ciphers (00) thus: for \$5.00; or thus, for \$5.01.

2d. When the amount is multiplied (by whatever percentage goes to each fund: say, either 10, 40 or 50

per cent.), strike off the two figures or ciphers on the right hand side of the answer, and the other figures will give the percentage.

Thus in the cash account January 1, 1880, the amount divided among the funds is \$29.50. 10 per cent. to B. F.; 40 per cent. to M. F.; and 50 per cent. to S. and F. F. \$29.50 multiplied by 10 equals 295.00, strike off two right hand figures or ciphers leaves 295 cents, or \$2.95 which goes to B. F. Next multiply \$29.50 by 40 equals 1180.00, strike off two right hand figures or ciphers leaves 1180 cents, or \$11.80 which goes to M. F. Next multiply \$29.50 by 50 equals 1475.00, strike off two right hand figures or ciphers leaves 1475 cents, or \$14.75. These answers or sums added together proves the correctness of the divisions made, thus:—

\$2	95
11	80
14	75
<hr/>	

Added equals \$29 50

In proving the percentage ascertained, some times there will be a difference of from 1 to 9 cents, on account of the right hand figures or fractions struck off; in such cases the Secretary can divide the amount of difference among the three funds or add it all to any one of the funds.

A shorter rule to ascertain the percentage than the one given is as follows: first find what is 10 per cent. of the amount to be divided, then multiply it by 4,



which will give 40 per cent., and then multiply the same amount by 5, which will give 50 per cent., thus, 10 per cent. of \$29.50 is \$2.95; 40 per cent. is 4 times \$2.95, or \$11.80; and 50 per cent. is 5 times \$2.95, or \$14.75.

\$2 95

11 80

14 75

---

Added equals \$29 50

This mark or sign (%) means per cent.

There are other shorter methods of ascertaining percentage which we do not give, as they would likely confuse those who are unaccustomed to ciphering. Secretaries who have a knowledge of the shorter methods, will, of course use them, and can explain them to the Auditors, or let the Auditors use the rules herein explained.

#### SIZE OF BOOKS, ETC.

The size of the cash book should be 15x10 inches each page, 144 pages, known as "demy size," and will have to be partially ruled by Secretaries (unless made to order,) to conform to the rulings in cash book in these examples.

The size of the ledger should be  $13\frac{1}{2} \times 9\frac{1}{2}$ , 432 pages, known as "crown size."

The size of the endowment contribution book should be 15x10 inches, 144 pages, known as "demy size." Secretaries will ask their stationers for "record book,

demy size," and rule it themselves, according to the form given for endowment contribution book.

The minute book should be crown size,  $13\frac{1}{2} \times 9\frac{1}{2}$  inches, 432 pages.

The sizes given in inches, refers to depth and width, and is the size of a page of the *paper*, and not of the books when *bound*.

The cash book, ledger and minute book should be bound in what is termed "sheep and ends." The other books can be bound in pasteboard covers, or what is termed "half-bound" style. The number of pages suggested for cash book, ledger, etc., are uneven numbers, but they are the number that is usually bound up. There are 72 pages to a quire, and a book of 144 pages is called a two-quire book.

#### NOTES FOR SECRETARY.

*Immediately after each quarterly meeting*, the Secretary after crediting all the members who have paid their dues, will then examine each member's account and make a list of all members who should be suspended or precluded. He should head the list, "members suspended for non-payment of dues," and "members precluded for non-payment of dues." The date should be given at the head of these lists. On the dates when these lists should be announced, the Secretary will hand them to the C. R., who will read them and declare the members named suspended or pre-

cluded, as the case may be. The Secretary will record the action of the C. R. in the minute book, and also insert the names read. In addition to inserting these names under the proper headings or summary in the back part of the minute book, the ledger account of the members suspended or precluded should have an entry showing when they were suspended or precluded. (See ledger example.)

A new Secretary immediately after he has been elected should review and examine *all* the various accounts kept in the cash, ledger, minute, and other books, so as to become familiar with his duties, and to understand what is to be done when any special occasion arises.

A list of officers, Trustees and Standing Committees for each term should be kept in back part of minute book, space being allowed for several term entries.

DECISIONS BY EXECUTIVE COUNCIL AND RESOLUTIONS BY HIGH COURT MEETINGS.

Reports.

*Fines.*

April, 1878. 1. It is the duty of the C. R. to enforce all fines specified by law. They should be recorded at the meeting on which they were incurred or inflicted.

2. Where the law fails to provide a fine, it must be inflicted, and the amount declared by the C. R., or vote of the Court or Arbitration Committee.

*Appointed Officer not to be Installed.*

An officer who is such by appointment need not be installed.

*Clearances.*

Oct. 1876. No clearance can be recognized except upon the form issued by the High Court.

*Password Authority.*

No authority from one Court to another to give the password to its members can be recognized, except through the form issued by the High Court. No written authority is permissible, nor can the password be transmitted in writing.

*Entering a Court.*

Members should always on entering a Court address the C. R. previous to giving the sign ; the same rule to be observed on retiring.

*Use of the Gavel.*

One signal calls the Court to attention, or seats it when standing.

Two signals are for the officers to assume a standing position.

Three signals will summons the whole Court to rise.

*A Clearance and one of its Necessities.*

April, 1879. A member of the Order whose Court has broken up cannot, if out of District, be ad-

mitted into another Court without first obtaining a clearance and sanction from the Subsidiary High Court.

*C. R. requesting Assistance.*

Oct. 1877.

The C. R. has the power to call for assistance from any P. C. R., or superior officer when occasion may require.— Res. S. H. C.

*Honorary Members and Password.*

Oct. 1875.

Honorary members of a Court, who are financial members of another Court, shall obtain the quarterly password, all instructions, etc., from the Court of which they are financial members. Any Court furnishing the password, etc., to any honorary members, who are financial members of another Court, shall be fined ten dollars.

(This double membership of honorary members in one Court and financial members in another is not now permissible.)

*District Benevolent Fund.*

Jan. 1877.

A District Court is not compelled to have a Benevolent Fund. *But* it is advisable it should have.

*Balloting for District Officers.*

District officers may be elected by paper ballots, unless the District laws provide otherwise.

*Expelling District Officers and Delegates.*

April, 1877. Should any officer or a delegate of a District violate any of the laws of the District, the District has the power to expel the offending member from the Order.

*District—Jurisdiction of.*

No District has entire jurisdiction over a State; but that not more than one District can exist in any city or town working in the same language. (We do not understand the first part of this decision to be sound in law, for the reason that we do not know of anything to prevent the jurisdiction of a District extending through an entire State, or over Courts opened by it in any other State or States. It is true other Districts may be formed in the same State, thus denying *exclusive* jurisdiction.—EDS.)

*Members holding Clearance and Visiting Courts.*

A member (to whom a clearance has been granted) can visit Courts while in possession of the current password, provided he has obtained the same in a legal manner, which would only give the member four weeks further time to visits Courts, after the two months allowed by law, within which to deposit his clearance.

*Subsidiary High Court per Capita Tax.*

Immediately upon the initiation of a member, the Court becomes liable to the Subsidiary High Court for the per capita tax, which must be forwarded on the first of January.

*Balloting for Candidates Compulsory.*

July, 1877.

It is compulsory upon Courts to ballot for a candidate, even though the Investigation Committee report "unfavorable," providing the proposition has been received.

*Sick Pay.*

(If a member is entitled to benefits at the time he declares sick, it is incumbent upon the Court to keep him so entitled during the continuance of his sickness, by deducting his dues, etc., from his sick benefits, and placing the same to his credit. Art. XVII, § 16.—Eds.)

## APPENDIX.

## CHARGE AND SPECIFICATIONS.

..... 18....  
 To the Chief Ranger of Court.....  
 No..... A. O. F.

I, JOHN SMITH, a financial member of Court.....,  
 No....., A. O. F., do hereby prefer a charge against Brother  
 ....., of Court....., No.....,  
 A. O. F., and do herewith charge him with conduct unbecoming  
 a Forester, in that the said Brother..... has  
 been guilty of obtaining admission into said Court as a member  
 thereof, by and under false pretenses, and in support of said  
 charge, I do hereby submit the following specifications, viz.:

1. That on or about the..... day of..... 18 ,  
 the said Brother....., by and through Brothers  
 ..... and ....., made application  
 to said Court to be admitted a member thereof, and did then and  
 there allege, certify and declare that he was in good bodily  
 health, and free from infirmities tending to shorten life, and  
 that he had no constitutional infirmity whatsoever.

2. That on the..... day of..... 18 , the said  
 Brother..... presented himself before Brother  
 ....., the Physician of said Court, for examina-  
 tion, and did then again declare that he was in good bodily  
 health, that he had never had any sickness, and was then free  
 from any constitutional infirmity.

3. That upon the faith of said representations, relying up-  
 on and believing in the truth thereof, the said Court.....  
 ....., No....., admitted the said Brother.....  
 ..... to membership therein, and he ever since has been  
 and still is a member thereof.



4. That in truth and in fact, the said Brother.....  
 ..... was not then, and is not now in good bodily health  
 and free from infirmities tending to shorten life, nor was he  
 then, nor is he now free from any constitutional infirmity, nor  
 was it true that he had never had any sickness; but on the con-  
 trary, the said Brother..... then was, ever since  
 has been, and still is addicted to.....  
 .....  
 which has a tendency to shorten life and is a constitutional in-  
 firmity, and well known by the said Brother.....  
 so to have been and known by him to exist at the time he made  
 the representations above mentioned.

5. That by reason of the false representations made by the  
 said Brother..... as aforesaid, he procured ad-  
 mission to said Court as a member thereof, and said Court in  
 consequence thereof, has been imposed upon, and may be (or  
 has been) called upon to pay to him divers sums of money for  
 sick benefits, and will continue liable so to pay in and about the  
 sickness of the said Brother....., which said  
 sickness arises from and is connected with such (state sickness  
 or the evidences of it).

*Wherefore*, I respectfully pray that the foregoing charge, to-  
 gether with the specifications accompanying the same be referred  
 to the Arbitration Committee of said Court.....,  
 No. ...., A. O. F., to the end that such judgment be rendered  
 and the said Brother..... dealt with as may be  
 just and according to law.

(Signed)

JOHN SMITH.

APPEAL.

NEW YORK, .....18....

To the District Chief Ranger and Officers of the New York and  
 Brooklyn United District, A. O. F.

*Respected Brethren*:—I, the undersigned, JOHN SMITH, a mem-  
 ber in good standing of Court....., No.....,

A. O. F., connected with and forming a branch of the above District Court, do hereby respectfully appeal to the District Arbitration Committee, from the decision of the Arbitration Committee of said Court....., No....., rendered on the ..... day of ..... 18 .

#### DISMISSING A CHARGE, WITH FIVE DOLLARS COSTS.

Upon a complaint made by me against Brother....., a member of said Court, in having been guilty of conduct unbecoming a Forester.

That the grounds of said appeal are as follows:

1. That the said decision was contrary to the evidence adduced in support of said charge, and in conflict with the law.
2. That the Arbitration Committee was not legally constituted—in this, that only four of said committee were present.
3. That the committee was not sworn, and that the C. R. refused to swear them.
4. That the said committee admitted the C. R. and defendant during the deliberations of said committee.
5. That the decision was not signed by a majority of the committee.

For and by reason of the errors above named, I insist that the decision of the said Arbitration Committee should be reversed, and a new trial ordered.

Fraternally submitted,

JOHN SMITH,

#### NOTICE TO THE COURT.

NEW YORK,.....18....

To Court....., No.....

*Respected Brethren:*—Feeling aggrieved by the decision of the Arbitration Committee in the case of myself against Brother....., as rendered on the..... day of

.....18 , I have appealed therefrom to the District Arbitration Committee, and do herewith annex a true copy of such appeal.

Fraternally yours,

JOHN SMITH.

RETURN BY THE COURT TO THE APPEAL.

NEW YORK, .....18 ...

To the District Chief Ranger and Officers of the New York and Brooklyn United District.

*Respected Brethren:*—In pursuance of the notice of appeal served by Brother JOHN SMITH in his appeal from the decision of the Arbitration Committee of this Court, and agreeable to the law in such cases made and provided, the said Court does hereby make its return to said appeal by submitting, annexed hereto, the charge, answer (if any), the records of the Arbitration Committee meeting, the evidence adduced thereto, and the decision of the said committee; and in answer to the grounds of error alleged in said appeal, the said Court avers, that while admitting that the committee were not sworn, it denies that the C. R. refused to swear them, etc.

Yours fraternally,

[Seal]

SECRETARY.

The foregoing forms should be regarded as simple suggestions, and must be altered and modified to meet the merits and circumstances of each particular case.

In appeals, other than from Arbitration Committees, the form given in this Appendix will serve as a specimen as to the manner of drawing it.

If the appeals be to the Executive Council or final Arbitrators, the form given will have to be altered, so as to conform thereto.

## BOND OF TREASURER.

Know all men by these presents, that we.....  
 ..... (principal), of the (city, town or village) of.....  
 ....., and....., of.....  
 and....., of.....  
 (sureties), are held and firmly bound unto Court.....  
 ....., No....., of the Ancient Order of Foresters Benefit  
 Society, of the City of....., in the penal sum  
 of..... hundred dollars, to be paid to the said Court.....  
 ....., No....., of the Ancient Order of Foresters  
 Benefit Society aforesaid, or its assigns, for which payment well  
 and truly to be made, we bind ourselves, our heirs, executors  
 and administrators, jointly and severally, firmly by these pres-  
 ents, sealed with our seals, and dated the..... day of  
 ....., in the year of our Lord, one thousand,  
 eight hundred and.....

WHEREAS, the above bounden....., has  
 been elected (or chosen) Treasurer of the said Court.....  
 ....., No....., aforesaid, by reason whereof he will re-  
 ceive into his hands and custody, divers sums of money, papers  
 and other effects, the property of the said Court.....  
 ....., No....., as aforesaid.

Now the condition of the above obligation is such, that if  
 the said....., his executors or administrators,  
 shall well and truly, from the funds in his hands or custody, as  
 received by him, or by his substitute and nominee named by  
 him to act in his behalf, and in his absence, from and belonging  
 to the said Court....., No....., aforesaid,  
 pay all bills which the said Court....., No.  
 ....., as aforesaid, shall from time to time direct to be paid  
 from such funds, when duly presented to him with the proper  
 vouchers therefor, and at the expiration of his said office, in-  
 cluding any successive term or terms for which he may be re-

elected, upon due request to him or them to be made, shall make and give unto the said Court....., No. ...., aforesaid, the Trustee or Trustees as shall be in office and elected as such by the said Court....., No. ...., a just and true account of all such sum or sums of money, goods, chattels and other things as shall have come into his hands, charge or possession, either directly or through his substitute and nominee, as such Treasurer aforesaid or otherwise, and shall and do pay and deliver over to his successor in office, or any other person or persons duly authorized by the said Court....., No....., to receive the same, all such balances or sums of money, goods, chattels and other things which shall appear to be in his hands or possession and due by him, the said....., to the said Court....., No....., aforesaid, and shall otherwise well and faithfully perform the duties of his said office; then the above obligation to be void, else to remain in full force and virtue.

Signed, sealed and delivered	}	.....[Seal]
in the presence of:		.....[Seal]
		.....[Seal]

This bond should be acknowledged before a Notary Public or other officer authorized to administer oaths and take acknowledgements to deeds.

If the above form is not in accordance with the law of the State wherein it is to be used, then it should be so altered as to conform thereto, or in the event of the court being unincorporated, the bond should be made payable to the Trustees of the Court, in this wise: "A,

B, C, D, E and F (giving full names) as Trustees of Court....., No....., etc. (as in above form), their successors and assigns," and this throughout the bond. In all cases the Court should be careful to have the bond read over to the parties signing it.

In the event of the Treasurer's re-election, it would be proper and advisable to endorse on the back of the bond as follows:

"We hereby acknowledge notice of the re-election of..... as Treasurer within named, and agree to a continuance of the bond and of the liability therein named, with all its provisions and conditions.

Dated,.....

.....[Seal]

.....[Seal]

.....[Seal]"

Witness.....

This same bond can, with very slight alterations, be adapted for the Secretary or Financial Secretary, Trustee, or any other officer.

#### FORM OF FUNERAL CLAIM.

NEW YORK, . . . . . 18....

To the Officers of the New York and Brooklyn United District,  
A. O. F.

*Respected Brethren:*—You will please take notice that \*  
Brother....., a member of Court.. ..  
....., No....., died at....., on the  
.....day of....., 18 , at the age of  
..... years. That at the date of his death, Brother

..... was in good standing, and a financial member of said Court and District.

We, therefore, respectfully claim on behalf of the Court, the funeral allowance of .....dollars, as provided by law.

Fraternally yours,

..... C. R.  
 ..... S. C. R.  
 ..... Sec.

[Seal]

This notice should be accompanied with such other proof and documents as may be required by the District By-Laws.

FORM OF FUNERAL CLAIM FOR WIFE OF MEMBER.

Proceed as in above form as far as the \* and continue thus:  
 "....., wife of Brother.....,  
 a member of Court....., No....., died at  
 ..... on the..... day of.....,  
 18 , at the age of..... years, of.....  
 (disease.)

That on the date of her death, our said Brother (and then continue as in above form)."

AFFIDAVIT AND PROOF FOR ENDOWMENT.

STATE OF..... }  
 COUNTY OF..... } ss. ....being  
 duly sworn, says that she is the widow of .....  
 a member of Court....., No....., A. O. F.;  
 that the marriage between the said .....  
 and this deponent existed at the date of the death of said.....  
 .....; that the said..... died at No.....  
 .....street, in the city of.....,  
 on the..... day of....., 18 , at the age  
 of.....years, that the cause of such death was.....

....., and that the duration of his sickness from attack until time of death was.....

Deponent further says that the said..... left no last will and testament, to her knowledge; that she is the nominee of her said husband, and as such is entitled to, and claims the Endowment Fund allowance of..... dollars.

Sworn to before me, this ..... }  
day of....., 18.. }

This affidavit if made by any other person as claimant, can be altered to suit the circumstances of the case.

#### CERTIFICATE BY PHYSICIAN OR CORONER.

I,....., a practicing physician in the city of....., (or coroner of.....) do hereby certify that I was the attending physician of....., who died on the..... day of....., 18 , at No..... street, in the city of....., at the age of..... years; that the cause of such death was.....: that the duration of such sickness from attack to time of death was.....

Sworn to before me, this.... }  
day of....., 18.. }

The above certificate is only necessary when a transcript of death from the Board of Health cannot be obtained.

#### CERTIFICATE BY THE CORONER.

I, ....., coroner of....., do hereby certify that....., died at....., on the..... day of .....,



18 , at the age of..... years; that the cause of death was.....; that the duration of sickness (if any) from attack to time of death was.....  
 Sworn to before me, this..... }  
 day of ....., 18.. }

NOTIFICATION BY THE COURT SECRETARY.

NEW YORK, ....., 18....

To the Executive Council of the Subsidiary High Court, United States America.

*Respected Brethren:*—I herewith beg to notify you of the death of our late Brother, ....., who was at the time of his death, a member in good standing of Court.....  
 ....., No....., and of the Endowment Fund, and the holder of Endowment Certificate No....., dated.....  
 .....; amount, \$.....

I herewith enclose the required proof and documents, pursuant to § 15 of Art. XXXIV.

Fraternally yours,

.....SECRETARY.

[Seal] Court....., No.....

APPLICATION TO WITHDRAW FROM DISTRICT OR SUBSIDIARY HIGH COURT.

To the.....District (or Executive Council of the Subsidiary High Court.

*Brethren:*—At a summoned meeting of Court.....  
 ....., No....., convened for that purpose, and held at ..... on the..... day of.....  
 ....., 18 , it was resolved that this Court, by and with the consent of the District Court (or Subsidiary High Court), withdraw from said District Court (or Subsidiary High Court).

We, therefore, pursuant to said resolution and the General Laws, made and provided, petition your honorable body for the permission required.

Our reasons for taking the above course are as follows (here state reasons for withdrawing).

Trusting our petition will receive your favorable consideration,

We are, fraternally yours,

.....C. R.

.....S. C. R.

[Seal] .....Sec.

This form can be adapted to suit application to the Executive Council of the High Court to withdraw therefrom, in order to join the Subsidiary High Court.

#### APPLICATION TO JOIN HIGH COURT OR SUBSIDIARY HIGH COURT.

To the Executive Council of High Court (or Subsidiary High Court).

*Respected Brethren*:—At a summoned meeting of Court.....

....., No....., held at....., on the..... day of....., 18 , and convened for that purpose, it was resolved that this Court withdraw from the High Court (or Subsidiary High Court), and place itself under the jurisdiction of the Subsidiary High Court of the United States (or High Court). That application to the said Subsidiary High Court (or High Court) has been made by said Court to be admitted to its jurisdiction, and such application granted, as will appear by the document herewith enclosed.

We, therefore, beg permission and sanction from your honorable body, to withdraw from said High Court, and to join said Subsidiary High Court.

Fraternally yours,

.....C. R.

.....S. C. R.

[Seal] .....Sec.

DECLARATION OF SICKNESS.

NEW YORK,.....18....  
 .....Esq., Secretary of Court.....  
 ....., No.....

*Dear Sir and Brother:*—I beg to inform you that I am sick and unable to follow any employment. I therefore declare upon the funds of the Court, and claim the sick benefits, as allowed by the By-Laws.

Fraternally yours,

.....

SECRETARY'S NOTIFICATION TO THE WOODWARDS, CHIEF RANGER  
 AND SUB CHIEF RANGER.

.....M.....

*Dear Sir and Brother:*—You will please take notice that I have this day been notified of the sickness of Brother.....  
 ....., residing at.....; you will therefore visit him, in compliance with our By-Laws.

Fraternally yours,

.....SEC.

MEMBER'S DECLARATION OFF THE FUNDS.

NEW YORK,....., 18....  
 M....., Secretary of Court.....  
 ....., No.....

*Dear Sir and Brother:*—Having recovered from my sickness, I hereby declare off the funds of the above Court.

Fraternally yours,

.....

I approve the above.

(Signed)

.....PHYSICIAN.

## NOTICE OF EXPULSION FOR CAUSE.

NEW YORK,....., 18....

To the Executive Council of the Subsidiary High Court (or District Court).

We have to request you to insert in your next report (or to request the Executive Council of the Subsidiary High Court to insert in their next report), the name of....., expelled from Court....., No....., on the .....day of....., 18 , for..... (state cause); and hereby certify that the necessary time has elapsed, allowing the said member to appeal against his expulsion, to the Court next in superiority.

Signed this.....day of.....  
18....

	.....C. R.
{ Court }	.....S. C. R.
{ Seal. }	.....SEC.

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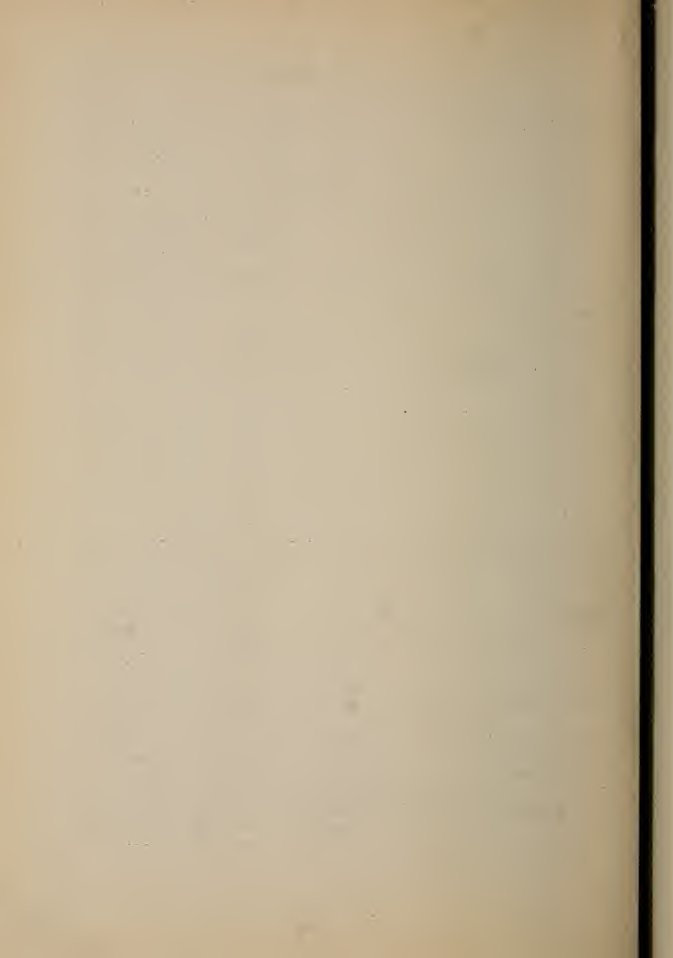
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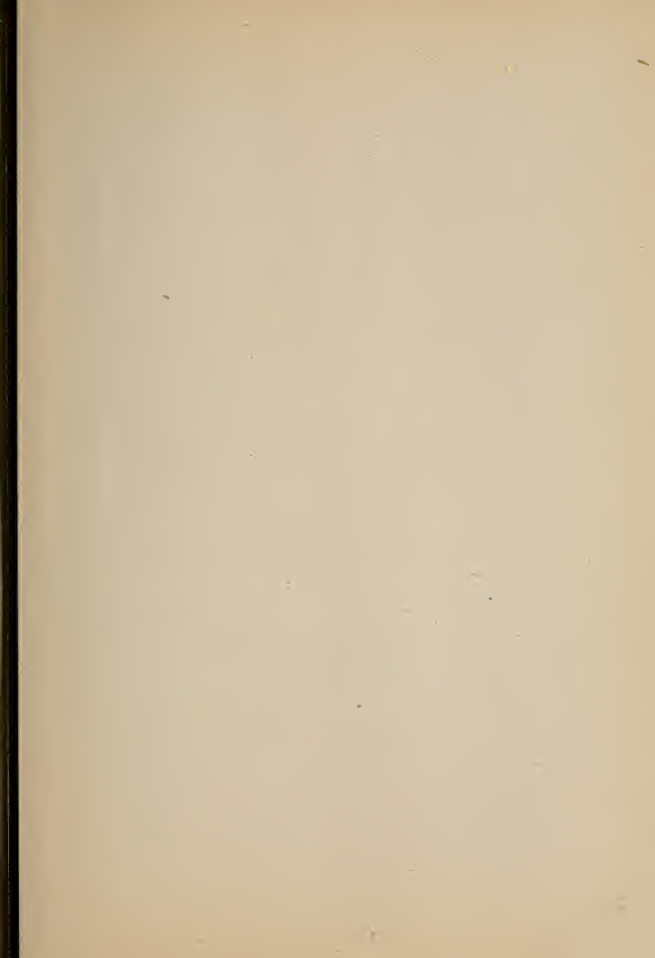
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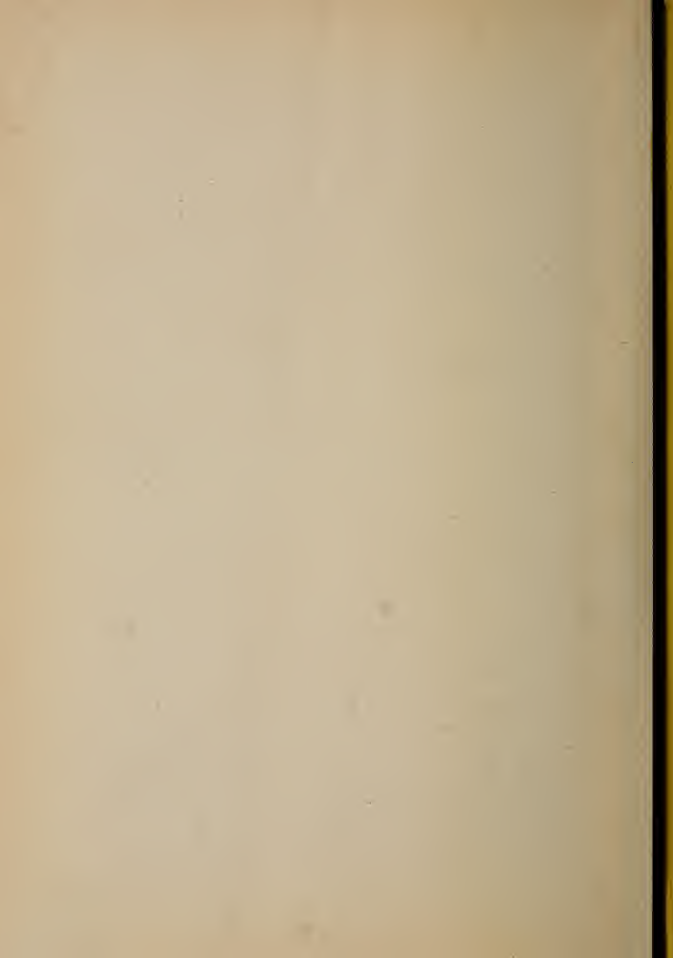
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